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1938UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.

1938 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION



OFFICE PROCEDURE

PART ICOUNTY AGRICULTURAL CONSERVATION ASSOCIATION OFFICE PROCEDURE TO BE
FOLLOWED IN THE PREPARATION OF WORK SHEETS, TRANSFER OF DATA
FROM WORK SHEETS AND OTHER FORMS TO THE COUNTY LISTING SHEETS,
AND PERFORMANCE OF NECESSARY CALCULATIONS ON COUNTY LISTING
SHEETS FOR DETERMINING SOIL-DEPLETING GOALS AND
RATES FOR INDIVIDUAL FARMS

Fractions of acres shall be expressed to the nearest tenth of an acre, unless otherwise specified by the State Agricultural Conservation Committee. Yields per acre of cotton and tobacco shall be expressed to the nearest whole pound. Fractions of units of yields of other crops shall be expressed to the nearest tenth of a unit. Average rates per farm shall be expressed to the nearest cent. In rounding to tenths, five or fewer hundredths shall be dropped and more than five hundredths shall be considered as a whole tenth. In rounding to whole numbers, five or fewer tenths shall be dropped and more than five tenths shall be considered as a whole number. Net payments to any person shall be rounded to the nearest \$1.00. Fractions of 50 cents or less shall be dropped, and fractions of more than 50 cents shall be considered as \$1.00. No payments of less than \$1.00 shall be made. Rounding of payments in the above manner shall be done after the administrative deductions have been made.

STEP I.- FILING, CHECKING, AND TABULATING NEW WORK SHEETS

When new work sheets are received in the county office, file them temporarily as a separate group from the work sheets already on file, check them carefully for accuracy and completeness, and tabulate them on a separate set of 1937 county listing sheets (WR-103) according to the instructions as outlined for 1937 in WRB-102. The county committee will determine for each new work-sheet farm a normal soil-depleting acreage according to the same procedure outlined for 1937.

STEP II.- CLASSIFICATION OF FARMS FOR 1938

Work-sheet farms will fall into two general classes for 1938: (a) those farms for which the total soil-depleting goals are to be as large as the usual acreages of soil-depleting crops grown thereon, and (b), those farms for which the total soil-depleting goals are to be less than the usual acreages of soil-depleting crops grown thereon. The county agricultural conservation committee will determine whether or not the work sheets will be separated into these two classifications for the purpose of tabulation or whether other methods of grouping will be followed.

STEP III.- CORRECTION OF WORK-SHEET DATA

Carry forward to the work sheets any corrections in farm-land and cropland acreages which may have resulted from supervisor's measurements or any other reasons.

STEP IV.- TRANSFERRING BASIC DATA FROM THE WORK SHEETS AND OTHER FORMS TO THE 1938 COUNTY LISTING SHEETS. (FORM WR-203).

In all counties work-sheet must be tabulated by communities to facilitate simultaneous consideration by the community committees. When all corrections have been made, as outlined in Step III, the basic data on the work sheets may be entered in columns 2, 3, 4, 5, 9, 13, 14, 15, and 29 of the 1938 county listing sheet, as follows:

Column 1. This column is provided for the convenience of the county office in case it is necessary at any time to assign new serial numbers to some of the work sheets for 1938 because of subdivision or combination of former work-sheet farms. This column also may be useful as a cross-reference column.

Column 2. Enter the serial number assigned to the work sheet in 1937.

Column 3. Enter the name of the owner, if shown on the work sheet, otherwise enter the name of the operator. If the county committee determines that the work-sheet serial number is sufficient identification of the farm, this column may be left blank.

Column 4. Enter the corrected farm-land acreage shown in item 1, Section IV, of the work sheet.

Column 5. Enter the corrected cropland acreage shown in item 7, Section IV, of the work sheet.

Column 9. Enter the total soil-depleting base acreage assigned to the farm in 1937.

Columns 13, 14, and 15. Enter the special-crop bases (cotton, tobacco, or rice) established for the farm in 1937, and the average acreages of corn or potatoes, if corn or potato goals are to be established for the farm in 1938. (Do not enter sugar-beet acreages in any of these columns.)

Column 29. Enter the productivity index assigned to the farm in 1937, unless otherwise directed by the county committee.

STEP V. -COMPLETION OF COLUMNS 6 AND 10 OF THE LISTING SHEET.

After the county and community committees have reviewed the work sheets and made such adjustments as may be necessary in the cropland acreages and soil-depleting base acreages, these adjusted acreages will be entered in columns 6 and 10 of the listing sheet. These adjustments may be made at the same time the work sheets are reviewed for determination of the 1938 classification, in which case the data may be transferred to columns 6 and 10 at the same time the basic work-sheet data are transferred to the listing sheets in Step IV.

Column 6. Enter the county and community committees' adjusted cropland acreage.

Column 10. Enter the total soil-depleting acreage which the county and community committees determine represents the usual acreage of all soil-depleting crops grown on the farm.

In counties within which no Restoration Land is designated, columns 7, 8, 11, and 12 will not be filled out; and in counties within which no individual crops for which goals will be established are grown, columns 13 to 22, inclusive, will not be filled out.

STEP VI.- TRANSFER OF DATA FROM THE RESTORATION-LAND LISTING SHEET (ACP-52) TO THE COUNTY LISTING SHEET (WR-203) IN COUNTIES WHERE RESTORATION LAND IS DESIGNATED.

After the final analysis of the restoration-land data has been completed, according to instructions outlined in Part II, certain of the data will be transferred from the restoration-land listing sheet (ACP-52), to the county listing sheet, as follows:

Column 7. Enter the acreage of restoration land as shown in column 15 of ACP-52.

Column 11. Enter the normal soil-depleting base acreage assigned to the land designated as restoration land, as shown in column 29 of ACP-52.

STEP VII.-COMPLETION OF COLUMNS 8 AND 12 OF THE COUNTY LISTING SHEET (WR 203) IN COUNTIES WITHIN WHICH RESTORATION LAND IS DESIGNATED.

Column 8. For farms on which restoration land is designated subtract the entry in column 7 from the entry in column 6 and enter the result in column 8. For all other farms the entry in column 6 will be copied in column 8.

Column 12. For farms on which restoration land is designated, subtract the entry in column 11 from the entry in column 10 and enter the result in column 12. For all other farms the entry in column 10 will be copied in column 12.

STEP VIII.- DETERMINATION OF TOTAL SOIL-DEPLETING CROP ACREAGE, LESS INDIVIDUAL CROP ACREAGES, FOR COUNTIES WITHIN WHICH INDIVIDUAL CROPS ARE GROWN FOR WHICH GOALS WILL BE ESTABLISHED.

Enter in column 16 of the county listing sheet the result obtained by subtracting the sum of the entries in columns 13, 14, and 15 from the entry in column 12, for counties having Restoration Land; and from the entry in column 10, for counties not having Restoration Land.

In all other counties column 16 will not be filled out.

STEP IX.-DETERMINATION OF GOALS FOR "ALL OTHER" SOIL-DEPLETING CROPS.

Columns 17 and 18. In counties within which individual crops are grown for which goals will be established, instructions will be given the clerks by the county committee for entering in columns 17 and 18 the preliminary and adjusted goals for "All other" soil-depleting crops.

For counties within which individual crops are not grown for which goals could otherwise be established columns 17 and 18 will not be filled out.

STEP X.-TRANSFER OF INDIVIDUAL-CROP GOALS FROM THE INDIVIDUAL-CROP LISTING SHEETS TO THE COUNTY LISTING SHEETS.

Columns 20, 21 and 22. In counties within which individual-crop goals are established, enter in these columns, where applicable, the cotton, tobacco, rice, potato, or corn goals as established by the county committee and as recorded on the individual-crop listing sheets.

STEP XI.- DETERMINATION OF TOTAL SOIL-DEPLETING CROP GOALS.

Columns 23 and 24.

A. In counties within which individual-crop goals are established, the clerks will enter in column 23 the sum of the entries in columns 17, 20, 21, and 22, and in column 24 the sum of the entries in columns 18, 20, 21, and 22.

B. In counties within which individual-crop goals are not established, instructions will be given the clerks by the county committee for entering in columns 23 and 24 the total soil-depleting crop goals.

STEP XII.-ADJUSTMENT OF PRODUCTIVITY INDEXES.

Column 30. Enter, according to instructions from the county committee, the county and community committees' adjusted productivity indexes.

Column 31. The State office will give instructions to the county committee for calculating the weighted average productivity index for the county.

STEP XIII. - ENTERING NON-CROP PASTURE ACREAGE AND GRAZING CAPACITY ON THE COUNTY LISTING SHEETS.

Column 32. Enter the acreage of non-crop pasture determined for each farm by the county committee.

Column 33. Enter the grazing capacity of the non-crop pasture, according to instructions from the county committee.

STEP XIV. - COMPLETION OF COLUMNS 35, 36, AND 37 OF THE COUNTY LISTING SHEET.

Column 35. - Soil-conserving acreage. The county committee will give instructions for entering a soil-conserving acreage for each farm.

Column 36 - Commercial orchard acreage January 1, 1938. The county committee will give instructions for entering the commercial orchard acreage for each farm.

Column 37 - 1936-37 average acreage of commercial vegetables. The county committee will give instructions for entering the average acreage of commercial vegetables for each farm.

STEP XV. - PREPARATION OF THE COUNTY LISTING SHEET FOR SUBMISSION TO THE STATE COMMITTEE.

(1) Total all columns of the listing sheet, with the exception of columns 1, 2, 3, 19, 25, 26, 27, 28, 30, and 34. Leave columns 19, 25, 26, 27, 28, 30, and 34 blank until after final action of the State Committee.

(2) Make the following cross checks of column totals, to determine the accuracy and completeness of tabulation and totaling: - (a) the total of column 8, plus the total of column 7, must equal the total of column 6; (b) the total of column 12, plus the total of column 11, must equal the total of column 10; (c) the total of column 10 should not exceed the total of column 9 (unless otherwise provided by the State Committee); (d) the sum of the totals of columns 13, 14, 15, and 16 must not exceed the total of column 10 or column 12, depending on whether Restoration Land is involved. (e) For counties within which individual goals are established, the sum of the totals of columns 17, 20, 21, and 22 must equal the total of column 23, and the sum of the totals of columns 18, 20, 21, and 22 must equal the total of column 24. (f) The total of column 24 must not exceed the total soil-depleting goal established for the county.

(3) In all cases where a cross check of column totals is not possible, careful spot checks of the tabulation and totaling should be made to insure accuracy.

PART II

COUNTY AGRICULTURAL CONSERVATION ASSOCIATION OFFICE
PROCEDURE TO BE FOLLOWED IN TABULATING DATA FROM
THE RESTORATION-LAND WORK SHEETS (ACP-50) TO
THE RESTORATION-LAND LISTING SHEETS (ACP-52),
AND THE DETERMINATION OF THE NORMAL SOIL-
DEPLETING ACREAGE AND THE AVERAGE PRO-
DUCTIVITY INDEX ASSIGNED TO ALL
LAND DESIGNATED AS RES-
TORATION LAND

STEP I.- TRANSFER OF DATA FROM ACP-50 TO ACP-52.

Column 1. This column may be used for cross references, new serial numbers, or for any other purpose designated by the county committee.

Column 2. Enter the serial number of the Form ACP-50 as shown in the upper right-hand corner. /This serial number should be the same as the serial number of the regular work sheet, WR-1 or WR-2./

Columns 3 and 4. Enter in column 3 the name of the 1937 operator of the farm as shown in line 1, Section I, of the Form ACP-50, and indicate by means of a check (✓) in column 4 if the 1937 operator is non-resident.

Columns 5 and 6. Enter in column 5 the name of the 1938 operator of the farm (if known), as shown in line 2, Section I, of the Form ACP-50, and indicate by means of a check (✓) in column 6 if the 1938 operator is non-resident.

Columns 7 and 8. Enter in column 7 the name of the owner of the farm as shown in line 3, Section I, of the Form ACP-50, and indicate by means of a check (✓) in column 8 if the owner is non-resident.

Columns 9, 10, and 11 - Description of lease. Enter in column 9 the duration of the lease, in column 10 the type of lease, and in column 11 the operator's share of the principal crop, which are shown in line 4, Section I, of the Form ACP-50.

Column 12. Enter the number of acres in the farm as shown in line 8, Section 2, of the Form ACP-50. /This acreage should be the same as the farm-land acreage shown on the regular work sheet (WR-1 or WR-2)/.

Column 13. Enter the cropland acreage as shown in line 8, Section II, of the Form ACP-50. /This acreage should be the same as the cropland acreage shown on the regular work sheet (WR-1 or WR-2)/.

Column 14. Enter the acreage of land on the farm now under permanent vegetative cover as shown in line 9, Section 2, of the Form ACP-50.

Column 15. Enter the acreage of cropland designated as Restoration Land as shown in Section III of the Form ACP-50.

Columns 16, 17, 18, 19, and 20. Enter in these columns the planted acreages of all soil-depleting crops on the entire farm for the years 1933 to 1937, inclusive, as shown in line 10 of the table in Section 4 of the Form ACP-50.

Columns 21, 22, 23, 24, and 25. Enter in these columns the planted acreages of all soil-depleting crops for the years 1933 to 1937, inclusive, on the land designated as Restoration Land, as shown in line 11 of the table in Section 4 of the Form ACP-50.

Columns 26 and 27. Enter in these columns, respectively, the soil-depleting base assigned to the entire farm in 1936 and in 1937, as shown in line 10 of the table in Section 4 of the Form ACP-50.

Columns 28 and 29. Enter in these columns, respectively, the amount of the 1936 and 1937 soil-depleting bases assigned to the land designated as Restoration Land, as shown in line 11 of the table in Section 4 of the Form ACP-50.

Columns 30 and 31. Enter in these columns, respectively, the productivity indexes as assigned to the entire farm in 1936 and 1937, shown in line 12 of Section 4 of the Form ACP-50.

Column 32. Enter the estimated productivity index assigned to the land designated as Restoration Land as shown in line 13 of Section 4 of the Form ACP-50.

STEP II. - TOTALING OF COLUMNS AND PERFORMANCE OF CALCULATIONS ON THE RESTORATION LAND LISTING SHEET.

1. Calculate county totals of columns 12 to 29 inclusive.
2. Calculate such averages of the planted acreages in columns 16 to 20, and in columns 21 to 25, as are deemed advisable by the county committee.
3. Calculate a weighted county average of the productivity indexes assigned to land designated as Restoration Land according to instructions from the county committee. (The extensions obtained in arriving at this weighted average are important, because they will be used in combination with like extensions on the county listing sheets in arriving at a weighted average index for all land covered by work sheets.)

PART III

COUNTY AGRICULTURAL CONSERVATION ASSOCIATION OFFICE
PROCEDURE TO BE FOLLOWED IN NUMBERING, FILING, AND
CHECKING INDIVIDUAL-CROP WORK SHEETS AND IN TABULAT-
ING AND SUMMARIZING THE DATA THEREFROM ON THE INDI-
VIDUAL-CROP LISTING SHEET

STEP I. - FILING, NUMBERING, AND CHECKING THE WORK SHEETS.

STEP II. - TRANSFER OF DATA FROM WORK SHEETS TO LISTING SHEETS.

STEP III. - SUMMARIZATION AND ANALYSIS OF LISTING SHEETS.

[NOTE: Provisions will be made for such supplemental work sheets and listing sheets as are required to obtain acreage and yield data for individual crops necessary to the establishment of farm goals for such crops and the detailed instructions for handling these work sheets and listing sheets will be prepared as soon as possible.]

PART IV

FILLING OUT THE COMPUTATION TABLE (FORM WR-205)
AND MAKING COMPUTATIONS THEREON

A. State and county code and work-sheet serial number.

Enter in the space provided in the upper right-hand corner the State and county code number and the work-sheet serial number for the farm as shown in column 1 or column 2 of the county listing sheet.

B. Transfer of acreage data to column (c)

Item 1. Enter the total cropland acreage for the farm, as shown in column 6 or in column 8, of the county listing sheet.

Item 2. This space will be left blank, unless otherwise specified by the county committee.

Item 3. Total soil-depleting goal. Enter here the total soil-depleting goal for the farm, as shown in column 24 of the county listing sheet.

Item 4. Usual acreage of all soil-depleting crops. Enter here the acreage of all soil-depleting crops as shown in column 10 or 12 of the county listing sheet.

Item 5. Soil-conserving acreage. Enter the soil-conserving acreage for each farm as shown in column 35 of the county listing sheets.

Items 6 and 7. Individual-crop goals. In the space provided, just preceding the word "goal" in each item, write in the names of the individual crops for which goals have been established, and enter in column (c) the number of acres in such goals established for the farm.

Item 8. 1938 acreage of sugar beets. Enter the estimated acreage of sugar beets to be grown on the farm in 1938. (The county committee will determine the method of arriving at this estimated acreage).

Item 9. Enter the sum of the entries in items 6, 7, and 8.

Item 10. Estimated general soil-depleting goal. Enter the results obtained by subtracting item 9 from item 3.

Item 11. Estimated usual acreage of general soil-depleting crops. For counties having individual-crop goals, enter results obtained by subtracting the entry in item 8, of WR-205, from the entry for the farm in col-

umn 16, of the county listing sheet. For all other counties subtract the entry in item 8 of WR-205, from the entry in column 10 or column 12 of the county listing sheet, depending upon whether or not Restoration Land is involved.

Item 12. (a) If Item 3 is less than Item 4, enter in column (d) item 12, 50 percent or 150 percent, whichever is applicable for the area, and in column (c), item 12, enter the figure obtained by multiplying the entry in item 9 by 50 percent or by 150 percent, whichever is applicable.

(b) If item 3 is as large as item 4, no entry should be made in item 12.

Item 13. Enter the acreage of commercial orchards on the farm January 1, 1938, as shown in column 36 of the county listing sheets.

Item 14. Enter the 1936-37 average acreage of commercial vegetables, as shown in column 37 of the county listing sheets.

Item 15. (a) If item 3 is less than item 4, enter a figure equal to one-half of the sum of the amounts which will be computed and entered in item 20 and 21, column (a).

(b) If item 3 is as large as item 4, no entry need be made.

Item 16. (a) If item 10 is less than item 11, no entry need be made.

(b) If item 10 is as large as item 11, enter the figure obtained by subtracting the sum of item 6 and 7 from item 10.

Item 17. (a) If item 3 is less than item 4, enter the sum of the entries in item 12, 13, 14, 15, and 16.

(b) If item 3 is as large as item 4, enter the sum of: (1) one-half the total payment, which will be computed and be shown in item 22, column (a); and (2), the soil-conserving acreage, as shown in item 5 of column (d), if the practice entitled "Maintaining perennial grasses or perennial and biennial legumes", is applicable in the county.

Item 18. No entry to be made.

Item 19. Enter the acreage designated as Restoration Land, as shown in column 7 of the county listing sheet.

Item 20. Enter the acreage of non-crop pasture on the farm, as shown in column 32 of the county listing sheet.

Item 21. Enter the total number of animal-units grazing capacity of the non-crop pasture, as shown in column 33 of the county listing sheet.

C. Tabulating Rates of Payments, and calculating payments.

1. Completion of Column (b).

Item 5. Enter the farm per-acre rate for soil-conserving acreage.

Item 6 and 7. Enter the farm per-acre rate for any individual crops grown on the farm, as shown in the appropriate column of the individual-crop listing sheet.

Item 10 (a). If item 10, column (c), is less than item 11, column (c), enter the farm per-acre rate for general crops, as shown in the appropriate column of the county listing sheet.

(b) If item 10, column (c), is as large as item 11, column (c) no entry should be made.

Item 13. Enter farm per-acre rate of payment for commercial orchard acreage on farm January 1, 1938.

Item 14. Enter farm per-acre rate of payment for commercial vegetable acreage.

Item 16. Enter farm per-acre rate of payment for acres in the general goal.

Item 19. Enter the farm per-acre rate of payment for restoration land.

Item 20. (a) For Kansas and California, enter 2¢;

(b) For all other States, enter 3¢.

Item 21. (a) For Kansas and California, enter \$1.00;

(b) For all other States, enter 75¢.

2. Completion of column (a), or calculation of maximum payment which can be earned.

Item 5. Enter the result obtained by multiplying the entry in column (b) times the entry in column (c).

Item 6. Enter the result obtained by multiplying the entry in column (b) times the entry in column (c).

Item 7. Enter the result obtained by multiplying the entry in column (b) times the entry in column (c).

Item 10. Enter the result obtained by multiplying the entry in column (b) by the entry in column (c), when item 10, column (c), is less than item 11, column (c).

Item 13. Enter the result obtained by multiplying the entry in column (b) by the entry in column (c).

Item 14. Enter the result obtained by multiplying the entry in column (b) by the entry in column (c).

Item 16. Enter the result obtained by multiplying the entry in column (b) by the entry in column (c), when item 10, column (c), is as large as item 11, column (c).

Item 19. Enter the result obtained by multiplying the entry in column (b) by the entry in column (c).

Item 20. Enter the result obtained by multiplying the entry in column (b) by the entry in column (c).

Item 21. Enter the result obtained by multiplying the entry in column (b) by the entry in column (c).

Item 26. Enter the total of all payments as calculated in column (a). [Be certain that entries have not been made in both item 10 and 16 in column (a)].

[NOTE: - Make no entries for items in column (e) until after the supervisors' check of performance has been made. Instructions for completing WR-205 will be issued at a later date.]

PART V

FILLING OUT THE FARMERS NOTIFICATION SHEET (WR-204)

The Farmers Notification Sheet (Form WR-204) will be filled out, for each work sheet on file in the county office, in the following manner:

A. The State and county code number will be stamped in the space provided in the upper right-hand corner. The work-sheet serial number, which may be taken from the work sheet WR-1 or WR-2 or the county listing sheet, also will be entered in this space. The names and addresses of the tenants and landlord and the description of the farm will be taken from the work sheet WR-1 or WR-2 and be entered in the spaces provided.

Item 1. Enter the total soil-depleting goal, as shown in item 3, column (c), of the computation table (WR-205).

Item 2. Enter the individual-crop goals, as shown in item 6 and 7, column (c), of the computation table (WR-205).

Item 3. Enter the soil-building goal, as shown in item 17, column (c), of the computation table (WR-205).

Item 4. Enter the estimated payment as shown in Item 22, column (a) of the computation table (WR-205).

Item 5. Enter such other information as the county committee may direct.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

NOV 7 1938

1938 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

PART I

COUNTY OFFICE PROCEDURE FOR THE PREPARATION OF FORM WR-213, ("APPLICATION FOR PAYMENT - SINGLE FARM"); FORM WR-212 ("APPLICATION FOR PAYMENT - MULTIPLE FARM") AND FORM WR-212A, ("COMPUTATION TABLE") FOR FARMS LOCATED IN CUSTER AND FREMONT COUNTIES

SPECIAL INSTRUCTIONS. Forms WR-211 and WR-212B will not be used in Custer and Fremont Counties. In lieu thereof Forms WR-213 and WR-212A will be used and can be made adapted for use with the following changes and additions thereon:

1. Strike out "A" following the word "class" in the title of Forms WR-213 and WR-212A and in the heading of Section III of WR-213 and substitute "B" therefor.
2. Enter "Normal Fallow" on line 6 in Column (a) in the tables on Form WR-213 and WR-212A.

A. Form WR-213

1. The instructions set forth in WRC-38-18 shall be used in the preparation of Forms WR-213 from the above-mentioned counties, with the following exceptions:

a. Line 6, Column (b)

Enter on line 6 in Column (b) the normal acreage of summer fallow for the farm as reported on line 11 in the first column of Section VI, Form WR-210, for the farm. A figure or an "0" must be entered.

b. Line 6, Column (c)

Make no entry.

c. Line 6, Column (d)

Enter the sum of the entries in the first Column, Line 7, Section IV, and on line 29, Section VI, of Form WR-210 for the farm.

d. Line 9 is not applicable to Class B farms and no entry shall be made thereon.

e. Shares of Interested Persons

- (1) Where the application covers the "first type of farm" as defined in WRC-38-11 (i.e., all the land is under one ownership and operated by one operator), and only one work sheet number is reported in Section II of WR-210 enter on lines 27 and 30 respectively each person's percentage share of the wheat crop and each person's percentage of contribution to the soil-building practices as reported in Section II of Form WR-209 for the farm.
 - (a) If wheat was not seeded on the farm for harvest in 1938, and, in the case of a farm for which a wheat acreage allotment was established, the reason for failure to seed wheat is other than flood or drought, enter on line 28 beneath the name of each person, such person's percentage share of the general soil-depleting crops on the farm as reported in Section II of WR-209.
- (2) Where the application covers "the second type of farm" or "the third type of farm", both of which are defined in WRC-38-11, determine the acreage shares of the wheat crop and restoration land, and the unit shares of the soil-building practices for all persons on each "work sheet farm" (on each rented field, in the case of a field-rented farm), and enter the results in section II of Form WR-209 immediately above the percentages reported for such item. For example: If 50 acres of wheat classified as soil-depleting were seeded on the "work sheet farm" (or rented field) for harvest in 1938, and the division of the wheat crop is reported on the WR-209 as 25% to A and 75% to B, enter opposite the name of each person immediately above the percentage in the column "wheat" each person's acreage share of the wheat crop,--i.e., 12.5 acres for A and 37.5 acres for B. Where two or more persons on a "work sheet farm" contribute to the acreage of restoration land thereon, each such person shall be deemed to have contributed to the restoration land in the proportion that the principal crop normally grown on the "work sheet farm" is divided. After the acreage and unit shares have been entered on all WR-209's included under the WR-213 for the farm, each person's acreage share for wheat and restoration land, and such person's unit share of the soil-building practices with respect to the farm, shall be obtained by adding such person's shares on the individual WR-209's for the respective items. The results shall then be entered for each such person on the applicable lines 27, 29, and 30, Section III, of WR-213 beneath his name.

- (a) If a wheat acreage allotment was established for the farm, and if because of flood or drought no acreage was seeded to such crop for harvest in 1938, the number of acres in such crop acreage allotment (column (b) Section III of WR-213) shall be divided among the interested persons in the proportion (expressed as acres) which the county committee determines such persons would have shared in the proceeds of such crop if such crop had been harvested on the farm in 1938.
 - (b) Important.-- The sum of the acreage shares of wheat reported for all persons in Section III of Forms WR-213 must agree with the entry for such crop in Column (b) or (c), whichever is applicable, in Section III. The sum of the acreage shares of restoration land reported on line 29 in Section III, WR-213, must agree with the entry on line 13, Column (f), in Section III. The sum of the unit shares on line 30 must agree with the sum of the entries on line b in footnote 2 of WR-213.
- f. Additional Certification to be entered in Section II by the County Committee.--If no wheat allotment has been established for the farm and the 1938 acreage of soil-depleting crops on such farm is in excess of 50 acres and is in excess of the total soil-depleting acreage allotment established for the farm, and the county committee finds that such increase in soil-depleting crops was due to the rotation of crops normally followed on the farm, a certification to that effect shall be entered in Section II of Form WR-213 for the farm.
- B. Form WR-212.--The instructions in WRC-38-19 shall be followed in the preparation of multiple applications to be submitted from the above-mentioned counties. Form WR-212A, changed as indicated above, shall be used for individual farms to be included under multiple applications for payment and shall be filled out in the same manner as Forms WR-213.

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Issued September 30, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.



1938 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

PART I

COUNTY AGRICULTURAL CONSERVATION OFFICE PROCEDURE FOR THE PREPARATION OF FORM WR-213 ["APPLICATION FOR PAYMENT - SINGLE FARM (CLASS A)"]; FORM WR-212 ["APPLICATION FOR PAYMENT - MULTIPLE FARMS"]; AND FORM WR-212A ["COMPUTATION TABLE - CLASS A FARM"], FOR FARMS LOCATED IN THOMAS COUNTY, KANSAS.

Special Instructions - It will be necessary to make the following changes and additions in Section III of Form WR-213 ["Application for Payment - Single Farm (Class A)"] and in Tables I and II of Form WR-212A ["Computation Table - Class A Farm"] in order to adapt such forms for use in Thomas County:

1. Line 6, Col. (a) - On line 6 in Col. (a), enter "Noncrop open pasture".
(This line will be used instead of line 18 for reporting this item.)
2. Line 11, Col. (j) - Strike out "\$1.00"
3. Line 13 (Title) - Strike out "Restoration Land". Enter "Wind erosion acreage (designated _____ acres) (Goal _____ acres)" in the space available on this line between the numeral "13" and the first double line to the left of Col. (f).
4. Line 13, Col. (f) - Strike out "Goal".
5. Line 13, Col. (g) - Strike out "\$0.50."
6. Line 14, Col. (g) - Strike out "\$1.50".
7. Line 26 - In the column "Item" enter "Acreage Allot."

(NOTE: No change is necessary on the Form WR-212.)

SECTION I - FORM WR-213

- A. Use of Form WR-213. -- This form, applicable in Class A area, has been provided for use by persons who are eligible to submit an application for payment with respect to only one farm in the county. Form WR-213 prepared for

any farm, should be signed by all persons who are eligible to make application for payment with respect to the performance on such farm under the 1938 Agricultural Conservation Program and who are not eligible to make application with respect to any other farm in the county. (If a person is eligible to make application for payment for more than one farm in the county, such person must not execute Form WR-213 but shall make application on Form WR-212.)

In so far as possible, all WR-213 forms must be executed and forwarded to the State Office before WR-212 forms are executed. This is required because under the provisions of subsection V, C, of ACP-1938-Thomas County, it is necessary to compute the payments which could be made to all persons on the farm before payment for any person on the farm may be approved; and, when the computed payments to landlord and tenant have been set up in the State Office for a given farm, it will never be necessary to perform these same computations for that farm, even though the landlord does not apply for payment on Form WR-213, but instead files Form WR-212 because his share of payment will already have been set up before he actually executes the WR-212 covering that farm and all other farms which he owns and operates in the county. The work of preparing WR-213 forms in the county office will be facilitated if all persons on the farm who are not eligible to make application with respect to any other farm in the county, execute one and the same Form WR-213 prepared for such farm. Accordingly, the county office must make every reasonable effort to obtain on the Form WR-213 for any farm the signatures of all persons who are eligible to submit a Form WR-213 with respect to the farm.

If, for any reason, the signature of an eligible person cannot be obtained it will not be necessary to hold up the application until the missing signature is obtained. On the contrary, the Form WR-213 should be sent to the State Office in the regular manner and the eligible person who failed to sign such form may make application on a supplemental Form WR-213 for the farm at any time prior to the closing date for filing 1938 applications for payment.

- B. How to prepare Form WR-213. -- The form shall be prepared in duplicate, the original to be forwarded to the State Office and the duplicate retained in the county office files. Fill out the form as follows making only the entries indicated herein:
1. State and county code and application serial number. -- In the upper right-hand corner of the form, enter the State and county code and the application serial number assigned for purposes of the 1938 program.
 2. Summary of Performance Number. -- In the space provided, enter the serial number of the Form WR-210 for the farm with respect to which the application is prepared.
 3. Make the following entries on Form WR-213 from the data reported on the WR-210 for the farm. Except as otherwise provided herein, if no entry or an "0" is reported on WR-210 for any item, an "0" shall be entered for such item on Form WR-213.

In Section III, Form WR-213, enter	The data reported on WR-210 for the farm in:
<u>In Col. (b):</u>	<u>Section VI, first column:</u>
On line 2	On line 5.
On line 7	On line 10.
<u>In Col. (c):</u>	<u>Section VI, third column:</u>
On line 7	Sum of lines 26 and 27.
<u>In Col. (d):</u>	<u>Section VI first column:</u>
On line 1	On line 4.
	<u>Section V, first column:</u>
On line 2	On line 13.
	<u>Section VII, first column:</u>
On line 6	On line 9.
	<u>Section V, first column:</u>
On line 7	On line 18.
<u>In Col. (e):</u>	<u>Section VI, third column:</u>
Opposite L. 1	On line 13 (Productivity Index).
On line 7	On line 10.
<u>On Line 13:</u>	
After "designated"	The designated wind erosion acreage for the farm.
After "Goal"	Make no entry. (This item will be computed in the State Office).
In Col. (f)	Make no entry. (This item will be computed in the State Office).
<u>In Col. (f):</u>	Make no entry. (This item will be computed in the State Office).
On line 14	
<u>In Col. (i):</u>	<u>Section VII, first column:</u>
On line 11	On line 6.
On line 12	On line 4, unless an entry appears on line 5 and the breaking out of native sod is approved as a good farming practice by the county committee, in which case enter the amount by which line 4 exceeds line 5; If line 5 is equal to or exceeds line 4 enter "0".
<u>In Footnote 1:</u>	If a wheat acreage allotment has been established for the farm and because of flood or drought less than 80% of such allotment was seeded, enter immediately after "wheat" the applicable reason shown on line 26 or 27, Section VI of WR-210.

4. Soil-Building and Wind Erosion Control Practices Carried out on the Farm in 1938.-- On the lines provided in footnote 2 between lines 20 and 21, in Section III, of Form WR-213, enter the data with respect to the soil-building practices and the wind erosion control practices carried out on the farm in 1938, as follows:
- a. In the spaces provided on line(a), enter the practice numbers of the soil-building and wind erosion control practices carried out on the farm which are eligible to count toward the achievement of soil-building and wind erosion control goals. To facilitate the handling of the form in the State office the practice numbers of the practices which count toward the achievement of the soil-building goal should be entered first. After all soil-building practice numbers are entered, the practice numbers of the wind erosion control practices carried out on the farm should be entered. These data will be obtained from Section 1 of Form WR-210.
- (1) If any practice reported on WR-210 was carried out on the farm with labor, seed, trees, and materials furnished entirely by a Federal or State agency, do not report such practice number on the WR-213.
- (2) If part of the labor, seed, trees, or material used in carrying out any practice was furnished by a Federal or State agency and such part represents one-half or more of the total cost of carrying out the practice, such practice shall not be reported on WR-213.
- b. Enter on line b, immediately beneath each practice number, the equivalent units of such practice as reported in the third column, Section I, WR-210.
- (1) If part of the labor, seed, trees, or other material used in carrying out any practice reported on WR-210 was furnished by a Federal or State Agency, and such part represents less than one-half of the total cost of carrying out the practice; only one-half of the equivalent units of such practice carried out on the farm shall be reported on WR-213.
- (2) Units of Practice A-7 must not be reported on WR-213 in connection with cropland which is shown on line 5, Section VII, WR-210, if such acreage is used to offset the acreage reported on line 4 of Section VII.
- NOTE.-- For farms on which a program is being carried out in cooperation with the Soil Conservation Service, refer to Form ACP-74 prepared for the farm under WRC-38-14.
- c. Where the equivalent units reported for any practice in the third column of WR-210 exceeds the equivalent units reported on line b foot-

note 2 of WR-213 a statement shall be prepared and attached to the WR-213 indicating the reason therefor. In the case of Federal or State aid, the statement must include the practices for which such aid was furnished and the percentage of the total cost furnished for each practice.

5. Line 21. -- Enter, in the spaces provided, the names and addresses of all persons who are entitled to share in the payment computed with respect to the soil-depleting acreage allotment or who have contributed to the soil-building or wind erosion control practices carried out on the farm in 1938 as reported by the farm supervisor in section II of the Form/s 209 for the farm (Refer to WRC-1938-16).
6. Lines 26 and 30. -- In the column captioned "Share", under the name of each interested person, enter such person's share of the payment with respect to the crop acreage allotment and such person's share of the soil-building and wind erosion practices carried out on the farm in 1938 as follows:
 - a. Where the application covers only "the first type of farm" as defined in WRC-38-11, (i.e., where all the land is under one ownership and operated by one operator and only one worksheet number is reported in Section 2 of WR-210) enter on line 26 each person's percentage share of the wheat crop and on line 30 each person's percentage of contribution to the soil-building and wind erosion control practices as reported in section II of Form WR-209 for the farm.
 - (1) If a wheat acreage allotment was not established for the farm, or if, in the case a farm for which a wheat acreage allotment was established, failure to seed wheat was not due to flood or drought, enter on line 26, beneath the name of each person, such person's percentage share of the general soil-depleting crops as reported in Section II of WR-209.
 - b. Where the application covers "the second type of farm" or the "third type of farm" both of which are defined in WRC-38-11, determine the acreage shares of the wheat crop and the unit share of the wind erosion control and soil-building practices for all persons on the "work sheet farm" and enter the results in section II of Form WR-209 immediately above the percentages reported for such item; for example, if 50 acres of wheat classified as soil-depleting were seeded on the "work sheet farm" in 1938 and the division of the wheat crop is reported on the WR-209 as 25% to A and 75% to B, enter opposite the name of each person immediately above the percentage in the column marked "wheat", each person's share of the acreage devoted to wheat on such "work sheet farm"; i.e., 12.5 acres for A and 37.5 acres for B. Units of soil-building and wind erosion control practices will be determined on each "work sheet farm" in the same manner. After the acreage and unit shares of the wheat crop and the practices respectively have been entered on all WR-209's included under the WR-213, enter on the Form WR-213 each person's acreage share of the payment with respect to the crop acreage allotment and such person's unit share of the soil-building and wind erosion control practices with respect

to the farm which shall be obtained by adding such person's shares on the individual WR-209's for the respective items. The results shall then be entered for each person on the applicable lines 26 and 30 in section 3 of WR-213.

- (1) If a wheat acreage allotment was established for the farm and because of flood or drought no acreage was seeded to such crop for harvest in 1938, the number of acres in such crop acreage allotment (column (b) Section III of WR-213) shall be divided among the interested persons in the proportion (expressed as acres) that the county committee determines such persons would have shared in the proceeds of such crop if such crop had been harvested on the farm in 1938.
- (2) If a wheat acreage allotment was not established for the farm, or if, in the case of a farm for which a wheat acreage allotment was established, failure to seed wheat was not due to flood or drought, enter on line 26, beneath the name of each person, such person's percentage share of the soil-depleting crops grown on the farm in 1938 or if no soil-depleting crops were grown in 1938, the county committee shall determine and enter the proportion (expressed as a percentage) to which each person would have been entitled had such crops been grown on the farm in 1938.

8. Lines 47 and 48. -- Data shall be entered on these lines only for those interested persons who are eligible to sign the Form WR-213. Where an applicant has assigned on Form ACP-69 an amount of payment due him under the application for payment for the farm, and the indebtedness with respect to which the assignment was given is unpaid, or otherwise undischarged, the amount assigned in Section I of ACP-69 or the amount reported as remaining unpaid in Section II of ACP-69 whichever amount is smaller, shall be entered on line 47 below the name of the applicant. On line 48, immediately below such amount, enter the name and address of the assignee in whose favor the assignment was made. Where the foregoing is not applicable, enter the word "none" on line 47 below the name of the applicant.

C. Additional Certification to be entered in Section II.

1. Where the county committee finds that in 1938 a change in the arrangements which existed on the farm in 1937 has been made between the landlord and tenants or sharecroppers, or a reduction in the average number of share-tenants and sharecroppers for the preceding three years has been made and the result of the change or reduction was such that the county committee disapproved such change or reduction, the certification of the county committee to this effect shall be entered in Section II of Form WR-213.
2. Under the provisions of Part I, Section IX, of ACP-1938 Thomas County, no payment, other than a payment in connection with Practice A-7, shall be computed with respect to any farm which is idle in 1938. A farm shall be considered as idle in 1938 unless --
 - a. A crop specified in Section XI, ACP-1938 Thomas County is seeded on the farm in the crop year 1938; or

- b. The county committee determines that failure to seed one or more of the crops specified in Section XI, ACP-1938 Thomas County was due to flood or drought; or
- c. A volunteer soil-depleting crop was harvested in 1938; or
- d. A soil-building or wind erosion control practice (in addition to Practice A-7) specified in Section XII of ACP-1938 Thomas County is carried out in 1938, in accordance with approved specifications; or
- e. Tame grasses or legumes or mixtures thereof were pastured or cut for hay on approximately 50% or more of the cropland in the farm under the direction of or by the owner or operator;

PROVIDED, That where the county committee determines that the foregoing conditions have not been substantially fulfilled within the purpose and intent of the 1938 Agricultural Conservation Program, such farm shall be considered as idle in 1938.

Accordingly, in the case where on a Form WR-213 (1) no soil-depleting acreages are reported in Column (c), and (2) no soil-building practice other than Practice A-7 is reported on line b in Footnote 2, and (3) no entry is made in Footnote 1 of such form, the county committee must indicate in Section II of Form WR-213 whether or not the farm is idle in 1938 in order that the proper payments and deductions may be computed for such farm by the State Office.

- a. If the county committee determines that the farm is idle in 1938, enter the words "idle farm". In this case, a Form WR-213 shall not have been prepared for the farm unless practice A-7 was carried out in 1938.
 - b. If the farm is not considered as idle for 1938, enter the words "Not Idle" and, immediately after this entry, state the reason why it is not considered idle -- for example, "Failure to seed general crops due to drought" or "Tame grasses pastured on approximately 50% of cropland", etc.
- D. Signature/s of Applicant/s. -- Persons who are eligible to make application for payment with respect to the farm and who are not eligible to make application with respect to any other farm in the county, shall sign in the spaces provided in Section I of the form. Signatures must conform to the requirements in ACP-16.
- 1. If the signature of any eligible person is not obtained, the reason why it was not obtained and the name of the person shall be entered in the space provided in Section II, Certificate of County Committee. If such person makes application for payment at a later date, the instructions heretofore set forth are applicable in the preparation of the Form WR-213 to be submitted to such person, except that the statement "Supplementary application" shall be entered in Section II of Form WR-213.

2. Attention is again directed to the fact that any person eligible to make application for payment with respect to more than one farm in the county must not sign Form WR-213 for any of such farms, and the name of such person and the words "Multiple Applicant" shall be entered in Section II of such Form WR-213.
- E. Corrections made on Form WR-213. -- If it is found necessary to correct a figure appearing on the form, a light line should be drawn through the figure in such a manner that the original figure will remain legible. The correct figure should then be entered above or to the side of the incorrect figure and shall be initialed by the county committeeman who signs the form. (Where a form is returned by the State Office and corrections are made thereon, the foregoing shall apply, except that if the county committeeman who signed the form is not available, another county committeeman shall initial each correction and shall sign Section II immediately below the signature of the committeeman who originally signed the form.)
- F. Certificate of County Committee. -- Section II of the form shall be signed by a county committeeman who is authorized to sign the form for and on behalf of the county committee.

SECTION II - FORMS WR-212 and WR-212A

- A. Use of Forms WR-212, WR-212A.
 1. Form WR-212 ("Application for Payment - Multiple Farms") has been provided for use by a person who is eligible to file application for payment with respect to more than one farm in a county. There will be incorporated into and made a part of such application for payment a Form WR-212A ("Computation Table - Class A Farm") for each individual farm in the county which such person operates or rents to other person/s.
 2. There should not be included under a multiple application, however, any farm which is idle in 1938 unless a payment for practice A-7 or a deduction for failure to prevent wind and water erosion can be computed with respect to such farm. (For definition of "idle farm" see subsection I, C, paragraph 2 above).
- B. How to Prepare Forms WR-212 and WR-212A. -- These forms shall be prepared in duplicate, the originals to be forwarded to the State Office and the duplicates to be retained in the county office files.
 1. Form WR-212A. -- A Form WR-212A shall be used for each Class A farm to be included under the application for payment, and shall be filled out in accordance with instructions contained above in subsection I, B.
 2. Form WR-212:
 - a. State and county code and application serial number.-- In the upper right-hand corner of the form enter the State and county code and the application serial number assigned for purposes of the 1938 program.

- b. Reference to Attached Forms. -- In the space provided in the first paragraph of Section I ("Representations and Application for Payment") enter a reference ("A") to the form numbers of the forms which are to be incorporated into and made a part of the application for payment.
- c. Section II. Additional Representations:
- (1) If, for any farm included under the application for payment the county committee finds that in 1938 a change in the arrangements which existed on the farm in 1937 has been made between the landlord and tenants or share-croppers, or a reduction in the average number of share-tenants and share-croppers for the preceding three years has been made and the result of the change or reduction was such that the county committee disapproves such change or reduction, a certification of the county committee to this effect shall be entered in Section II of Form WR-212. This certification must contain the serial number of such farm and a brief explanation of the change in the arrangements or the reduction in the number of share-tenants or share-croppers which was disapproved by the county committee.
 - (2) If a Form WR-212A has been prepared for a farm and (1) no soil-depleting acreages are reported in Col. (c); and (2), if no soil-building practice other than practice A-7 is reported on line b in Footnote 2; and (3), if no entry is made in Footnote 1 of such form, the county committee must indicate in Section II of the related Form WR-212 that such farm is idle in 1938 in order that the proper payments and deductions may be computed for the farm by the State Office.
 - (a) If the farm is idle in 1938, the Summary-of-Performance number shown on the WR-212A shall be entered in Section II of WR-212, followed by "Idle Farm".
 - (b) If the farm is not idle in 1938, the Summary-of-Performance number shown on WR-212A shall be entered in Section III of WR-212 and be followed by "Not Idle" and the reason why the farm is not considered idle -- for example, "Failure to seed general soil-depleting crops because of drought" or "Tame grass pastured on approximately 50% of cropland", etc.
- d. Section III. Summary of Payments to Applicants:
- (1) Column (a). -- In this column enter the serial numbers of the Forms WR-210 ("Summary-of-Performance") for the farms included under the application for payment.
 - (2) Column (e). -- Where, for any farm included under the application for payment, the applicant has assigned on ACP-69 an amount of the payment due him, and the indebtedness with respect to which the assignment was given is unpaid or otherwise undischarged, the amount assigned in Section I of ACP-69 or the

reported as remaining unpaid in Section II of ACP-69, whichever amount is the smaller, shall be entered in Col. (e) opposite the Summary-of-Performance number for the farm with respect to which such assignment was made. Where the foregoing is not applicable for a farm, enter "none" in Col. (e) opposite the Summary-of-Performance number for such farm.

- (3) Column (g). -- Where an amount has been entered in Col. (e), enter in Col. (g), on the same line, the name of the person in whose favor the assignment was made, and --
 - (4) In Col. (h) enter the address of such assignee.
 - (5) Name of Applicant. -- The name and address of the applicant shall be entered in Cols. g and h, respectively, on line 8.
- C. Signature of Applicant. -- The applicant shall sign in the space provided in Section I of the form. The signature must conform to the requirements in ACP-16.
- D. Corrections Made on Forms WR-212, WR-212A. -- If it is found necessary to correct a figure appearing on any of the aforesaid forms, a light line should be drawn through the figure in such a manner that the original figure will remain legible. The correct figure should be entered above or to the side of the incorrect figure and then be initialed by the county committeeman who signed the Form WR-212. (If a form is returned by the State Office and corrections are made thereon, the foregoing shall apply, except that if the county committeeman who signed the form is not available to initial the corrections, another county committeeman shall initial each correction and shall sign Section II of Form WR-212 immediately below the signature of the committeeman who originally signed the form.
- E. Certificate of County Committee. -- A county committeeman who is authorized to sign for and on behalf of the county committee shall sign in the space provided in Section II of the form.

Issued December 8, 1938

JAN 6 1939
Kansas

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.

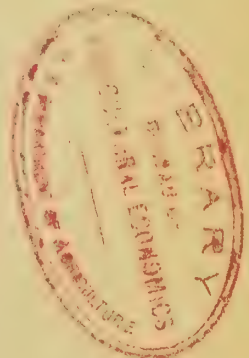
1938 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

PART I

COUNTY AGRICULTURAL CONSERVATION OFFICE PROCEDURE FOR THE PREPARATION OF
FORM WR-213 ["APPLICATION FOR PAYMENT - SINGLE FARM (CLASS A)"]; FORM
WR-212 ["APPLICATION FOR PAYMENT - MULTIPLE FARMS"]; AND FORM WR-212A
["COMPUTATION TABLE - CLASS A FARM"], FOR FARMS LOCATED IN THOMAS COUNTY,
KANSAS.

Paragraph 3 of the "Special Instructions" on page 1 of WRC-38-Kansas 1
is hereby amended to read as follows:

3. Line 13 (Title) - Strike out "Restoration Land". Enter
"Wind erosion acreage (designated _____ acres) (Goal _____)"
in the space available on this line between the numeral "13"
and the first double line to the left of Col. f.



NOV 7 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1938 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

PART I

COUNTY AGRICULTURAL CONSERVATION OFFICE PROCEDURE FOR THE PREPARATION OF FORM
WR-213 /"APPLICATION FOR PAYMENT - SINGLE FARM (CLASS A)"/; FORM WR-212
/"APPLICATION FOR PAYMENT - MULTIPLE FARMS"/, AND FORM WR-212A /"COMPUTATION
TABLE - CLASS A FARMS"/ FOR FARMS LOCATED IN PONDERA COUNTY, MONTANA

Special Instructions.-- It will be necessary to make the following changes and additions in Section III of Form WR-213 /"Application for Payment - Single Farm (Class A)"/ and in Tables I and II of Form WR-212A /"Computation Table - Class A Farm"/ in order to adapt such forms for use in Pondera County:

1. Col. (b).--In the heading of Col. (b), enter "Base" immediately above "acreage" and strike out "Allotment".
2. Line 6, Col. (a).--On line 6 in Col. (a), enter "Soil-Conserving". (This line will be used instead of line 15 for reporting this item.)
3. Line 26.--In the column "Item", enter "S. D. Crops".

(NOTE.--No change is necessary on the Form WR-212.)

SECTION I - FORM WR-213

- A. Use of Form WR-213.--This form has been provided for use by persons who are eligible to submit an application for payment with respect to only one farm in the county. Form WR-213 prepared for any farm, should be signed by all persons who are eligible to make application for payment with respect to the performance on such farm under the 1938 Agricultural Conservation Program and who are not eligible to make application with respect to any other farm in the county. (If a person is eligible to make application for payment for more than one farm in the county, such person must not execute Form WR-213 but shall make application on Form WR-212.)

In so far as possible, all WR-213 forms must be executed and forwarded to the State office before WR-212 forms are executed. This is required because under the provisions of subsection V, C, of ACP-1938-Pondera County, it is necessary to compute the payments which could be made to all persons on the farm before payment for any person on the farm may be approved; and, when the computed payments to landlord and tenant have

been set up in the State office for a given farm, it will never be necessary to perform these same computations for that farm, even though the landlord does not apply for payment on Form WR-213, but instead files Form WR-212, because his share of payment will already have been set up before he actually executes the WR-212 covering that farm and all other farms which he owns and operates in the county. The work of preparing WR-213 forms in the county office will be facilitated if all persons on the farm who are not eligible to make application with respect to any other farm in the county, execute one and the same Form WR-213 prepared for such farm. Accordingly, the county office must make every reasonable effort to obtain on the Form WR-213 for any farm the signatures of all persons who are eligible to submit a Form WR-213 with respect to the farm.

If, for any reason, the signature of an eligible person cannot be obtained it will not be necessary to hold up the application until the missing signature is obtained. On the contrary, the Form WR-213 should be sent to the State office in the regular manner and the eligible person who failed to sign such form may make application on a supplemental Form WR-213 for the farm at any time prior to the closing date for filing 1938 applications for payment.

- B. How to prepare Form WR-213.--The form shall be prepared in duplicate, the original to be forwarded to the State office and the duplicate retained in the county office files. Fill out the form as follows making only the entries indicated herein:
1. State and county code and application serial number.--In the upper right-hand corner of the form, enter the State and county code and the application serial number assigned for purposes of the 1938 program.
 2. Summary of Performance Number.--In the space provided, enter the serial number of the Form WR-210 for the farm with respect to which the application is prepared.
 3. Make the following entries on Form WR-213 from the data reported on the WR-210 for the farm. Except as otherwise provided herein, if no entry or an "0" is reported on WR-210 for any of these items, an "0" shall be entered for such item on Form WR-213.

In Section III, Form WR-213, enter	The data reported on WR-210 for the farm in
In Col. (b):	<u>Section VI, first column:</u>
On line 2	On line 5.
On line 8	On line 12.
In Col. (d):	
On line 1	On line 4.
	<u>Section V, first column:</u>
On line 2	On line 13.

In Section III, Form WR-213, enter	The data reported on WR-210 for the farm in
	<u>Section IV, first column:</u>
On line 6	The sum of the acreages of <u>cropland</u> devoted to the soil-conserving uses specified in Section XII of ACP-1938-Pondera.
<u>In Col. (c):</u>	<u>Section VI, third column:</u>
Opposite line 1	On line 13 (Productivity Index)
<u>In Col. (f):</u>	<u>Section VII, first column:</u>
On line 13	On line 7.
<u>In Col. (i):</u>	
On line 11	On line 6.
On line 12	On line 4, unless an entry appears on line 5 and the breaking out of native sod is approved as a good farming practice by the county committee, in which case enter the amount by which line 4 exceeds line 5; if line 5 is equal to or exceeds line 4 enter "0".
On line 13	On line 8

4. Soil-Building Practices Carried Out on the Farm in 1938. -- On the lines provided in footnote 2 between lines 20 and 21 in Section III of Form WR-213, enter the data with respect to the soil-building practices carried out on the farm in 1938 as follows:

a. In the spaces provided on line a enter the practice numbers of the approved soil-building practices carried out on the farm as reported in Section I of Form WR-210. Practice T, "Diversion" should not be reported, however, because the data for this practice will be computed and entered by the State office.

(1) If any practice reported on WR-210 was carried out on the farm with labor, seed, trees, and materials furnished entirely by a Federal or State agency, do not report such practice number on the WR-213.

(2) If part of the labor, seed, trees, or material used in carrying out any practice was furnished by a Federal or State agency and such part represents one-half or more of the total cost of carrying out the practice, such practice shall not be reported on WR-213.

- b. Enter on line b, immediately beneath each practice number, the number of units of such practice as reported in the first column, Section I, WR-210. In the case of Practice Q both the number of acres and the number of pounds must be shown and each such entry must be properly identified.

(1) If part of the labor, seed, trees or other material used in carrying out any practice reported on WR-210 was furnished by a Federal or State Agency, and such part represents less than one-half of the total cost of carrying out the practice, only one-half of the units of such practice carried out on the farm shall be reported on WR-213.

NOTE For farms on which a program is being carried out in cooperation with the Soil Conservation Service, refer to Form ACP-74 prepared for the farm under WRC-38-14.

- c. Where the units reported for any practice in the first column of WR-210 exceeds the units reported on line b footnote 2 of WR-213 because of Federal or State aid, a statement shall be prepared and attached to the WR-213 indicating the practices for which such aid was furnished and the percentage of the total cost furnished for each such practice.
5. Line 21.--Enter, in the spaces provided, the names and addresses of all persons who are entitled to share in the proceeds of the soil-depleting crops seeded on the farm for harvest in 1938 or who have contributed to the soil-building practices carried out on the farm in 1938 as reported by the farm supervisor in Section II of the Form/s 209 for the farm (Refer to WRC-1938-16).
6. Lines 26 and 30. -- In the column captioned "Share", under the name of each interested person, enter such person's share of the payment with respect to the soil-depleting crops seeded for harvest in 1938, and such person's share of the soil-building practices carried out on the farm in 1938 as follows:
- a. Where the application covers only "the first type of farm" as defined in WRC-38-11 (i.e., where all the land is under one ownership and operated by one operator and only one worksheet number is reported in Section II of WR-210) enter on line 26 each person's percentage share of soil-depleting crops seeded for harvest in 1938, and on line 30 each person's percentage of contribution to the soil-building practices, excluding Practice T, as reported in Section II of Form-209 for the farm.
- b. Where the application covers "the second type of farm" or the "third type of farm" both of which are defined in WRC-38-11, determine the acreage shares of soil-depleting crops seeded for harvest in 1938 for all persons on each "worksheet farm" and enter the results in Section II of Form WR-209 immediately above the percentages reported; for example, if 50 acres on a "worksheet farm" were seeded to wheat

classified as soil-depleting in 1938 and the division of the wheat crop is reported on the WR-209 as 25% to A and 75% to B, enter opposite the name of each person immediately above the percentage in the column marked "wheat", each person's share of the acreage of wheat on such "worksheet farm"; i.e., 12.5 acres for A and 37.5 acres for B. Similar procedure should be followed in connection with all other soil-depleting crops on the farm. After the acreage shares of soil-depleting crops have been entered on all WR-209's included under the WR-213, enter on the Form WR-213 each person's acreage share of the soil-depleting crops which shall be obtained by adding such person's acreage shares on the individual WR-209's. The results shall then be entered for each person on line 26 of WR-213, and the total of such entries entered in Col. (c) of WR-213 opposite line 2. With respect to contribution to the soil-building practices (excluding Practice T) carried out on the farm, the county committee shall determine and enter on line 30, beneath the name of each person, such person's percentage of contribution to such practices.

8. Lines 47 and 48. -- Data shall be entered on these lines only for those interested persons who are eligible to sign the Form WR-213. Where an applicant has assigned on Form ACP-69 an amount of payment due him under the application for payment for the farm, and the indebtedness with respect to which the assignment was given is unpaid or otherwise undischarged, the amount assigned in Section I of ACP-69 or the amount reported as remaining unpaid in Section II of ACP-69, whichever amount is smaller, shall be entered on line 47 below the name of the applicant. On line 48, immediately below such amount, enter the name and address of the assignee in whose favor the assignment was made. Where the foregoing is not applicable, enter the word "none" on line 47 below the name of the applicant.

C. Additional Certification to be entered in Section II.

1. Where the county committee finds that in 1938 a change in the arrangements which existed on the farm in 1937 has been made between the landlord and tenants or sharecroppers, or a reduction in the average number of sharecroppers for the preceding three years has been made and the result of the change or reduction was such that the county committee disapproved such change or reduction, the certification of the county committee to this effect shall be entered in Section II of Form WR-213.
2. Under the provisions of Part I, Section IX of ACP-1938 Pondera County, no payment, other than a payment in connection with restoration land, shall be computed with respect to any farm which is idle in 1938. A farm shall be considered as idle in 1938 unless --
 - a. A crop specified in Section XI, ACP-1938 Pondera County is seeded on the farm in the crop year 1938; or
 - b. The county committee determines that failure to seed one or more of the crops specified in Section XI, ACP-1938 Pondera County was due to flood or drought; or

- c. A volunteer soil-depleting crop was harvested in 1938; or
- d. A soil-building practice specified in Section III of ACP-1938 Pondera County is carried out in 1938, in accordance with approved specifications; or
- e. Tame grasses or legumes or mixtures thereof were pastured or cut for hay on approximately 50% or more of the cropland in the farm under the direction of or by the owner or operator; or
- f. Summer fallowing is carried out on an acreage not less than the usual acreage summer fallowed in an established rotation or approximately 50 percent of the cropland; whichever is the smaller, and the fallowing is performed or handled in such a manner as to provide protection from wind and water erosion.

PROVIDED, that where the county committee determines that the foregoing conditions have not been substantially fulfilled within the purpose and intent of the 1938 Agricultural Conservation Program such farm shall be considered as idle in 1938.

Accordingly, in the case where on a Form WR-213 (1) no soil-depleting acreage is reported in Column (d), and (2) no soil-building practice is reported on line b in Footnote 2, the county committee must indicate in Section II of Form WR-213 whether or not the farm is idle in 1938 in order that the proper payments may be computed for such farm by the State office.

- a. If the county committee determines that the farm is idle in 1938, enter the words "idle farm".
- b. If the farm is not considered as idle for 1938, enter the words "Not Idle" and, immediately after this entry, state the reason why it is not considered idle -- for example, "Failure to seed general crops due to drought" or "Tame grasses pastured on approximately 50% of cropland", etc.

D. Signature/s of Applicant/s.--Persons who are eligible to make application for payment with respect to the farm and who are not eligible to make application with respect to any other farm in the county, shall sign in the spaces provided in Section I of the form. Signatures must conform to the requirements in ACP-16.

- 1. If the signature of any eligible person is not obtained, the reason why it was not obtained and the name of the person shall be entered in the space provided in Section II, Certificate of County Committee. If such person makes application for payment at a later date, the instructions heretofore set forth are applicable in the preparation of the Form WR-213 to be submitted to such person, except that the statement "Supplementary application" shall be entered in Section II of Form WR-213.

2. Attention is again directed to the fact that any person eligible to make application for payment with respect to more than one farm in the county must not sign Form WR-213 for any of such farms, and the name of such person and the words "Multiple Applicant" shall be entered in Section II of such Form WR-213.
- E. Corrections made on Form WR-213.--If it is found necessary to correct a figure appearing on the form, a light line should be drawn through the figure in such a manner that the original figure will remain legible. The correct figure should then be entered above or to the side of the incorrect figure and shall be initialed by the county committeeman who signs the form. (Where a form is returned by the State office and corrections are made thereon, the foregoing shall apply, except that if the county committeeman who signed the form is not available, another county committeeman shall initial each correction and shall sign Section II immediately below the signature of the committeeman who originally signed the form.)
- F. Certificate of County Committee.--Section II of the form shall be signed by a county committeeman who is authorized to sign the form for and on behalf of the county committee.

SECTION II - FORMS WR-212 and WR-212A

- A. Use of Forms WR-212, WR-212A
 1. Form WR-212 ("Application for Payment - Multiple Farms") has been provided for use by a person who is eligible to file application for payment with respect to more than one farm in a county. There will be incorporated into and made a part of such application for payment a Form WR-212A ("Computation Table - Class A Farm") for each individual farm in the county which such person operates or rents to other person/s.
 2. There should not be included under a multiple application, however, any farm which is idle unless (1) a restoration land goal has been established for the farm or (2) a deduction can be computed for failure to prevent wind and water erosion with respect to such farm. (For definition of "idle farm" see subsection I, C, paragraph 2 above).
- B. How to Prepare Forms WR-212 and WR-212A.--These forms shall be prepared in duplicate, the originals to be forwarded to the State office and the duplicates to be retained in the county office files.
 1. Form WR-212A.--A Form WR-212A shall be used for each farm to be included under the application for payment, and shall be filled out in accordance with instructions contained in subsection I, B above.

2. Form WR-212.--

- a. State and county code and application serial number.--In the upper right-hand corner of the form enter the State and county code and the application serial number assigned for purposes of the 1938 program.
- b. Reference to Attached Forms.--In the space provided in the first paragraph of Section I ("Representations and Application for Payment") enter a reference ("A") to the form numbers of the forms which are to be incorporated into and made a part of the application for payment.
- c. Section II, Additional Representations
 - (1) If, for any farm included under the application for payment the county committee finds that in 1938 a change in the arrangements which existed on the farm in 1937 has been made between the landlord and tenants or sharecroppers, or a reduction in the average number of share-tenants and sharecroppers for the preceding three years has been made and the result of the change or reduction was such that the county committee disapproves such change or reduction, a certification of the county committee to this effect shall be entered in Section II of Form WR-212. This certification must contain the serial number of such farm and a brief explanation of the change in the arrangements or the reduction in the number of share-tenants or sharecroppers which was disapproved by the county committee.
 - (2) If a Form WR-212A has been prepared for a farm and (1) no soil-depleting acreages are reported in Col. (c), and (2) if no soil-building practice is reported on line b in Footnote 2, the county committee must indicate in Section II of the related Form WR-212 whether or not such farm is idle in 1938 in order that the proper payments and deductions may be computed for the farm by the State office.
 - (a) If the farm is idle in 1938, the Summary of Performance number shown on the WR-212A shall be entered in Section II of WR-212, followed by "Idle Farm".
 - (b) If the farm is not idle in 1938, the Summary of Performance number shown on WR-212A shall be entered in Section II of WR-212 and be followed by "Not Idle" and the reason why the farm is not considered idle -- for example, "Failure to seed general soil-depleting crops because of drought" or "Tame grass pastured on approximately 50% of cropland", etc.
- d. Section III. Summary of Payments to Applicants
 - (1) Column (a).--In this column enter the serial numbers of the Forms WR-210 ("Summary of Performance") for the farms included under the application for payment.

- (2) Column (c).--Where, for any farm included under the application for payment, the applicant has assigned on ACP-69 an amount of the payment due him, and the indebtedness with respect to which the assignment was given is unpaid or otherwise undischarged, the amount assigned in Section I of ACP-69 or the amount reported as remaining unpaid in Section II of ACP-69, whichever amount is the smaller, shall be entered in Col. (c) opposite the Summary of Performance number for the farm with respect to which such assignment was made. Where the foregoing is not applicable for a farm, enter "none" in Col. (c) opposite the Summary of Performance number for such farm.
- (3) Column (g).--Where an amount has been entered in Col. (e), enter in Col. (g), on the same line, the name of the person in whose favor the assignment was made, and --
- (4) In Col. (h) enter the address of such assignee.
- (5) Name of Applicant.--The name and address of the applicant shall be entered in Col.s (g) and (h), respectively, on line 8.

- C. Signature of Applicant.--The applicant shall sign in the space provided in Section I of the form. The signature must conform to the requirements in ACP-16.
- D. Corrections Made on Forms WR-212, WR-212A.--If it is found necessary to correct a figure appearing on any of the aforesaid forms, a light line should be drawn through the figure in such a manner that the original figure will remain legible. The correct figure should be entered above or to the side of the incorrect figure and then be initialed by the county committeeman who signed the Form WR-212. (If a form is returned by the State office and corrections are made thereon, the foregoing shall apply, except that if the county committeeman who signed the form is not available to initial the corrections, another county committeeman shall initial each correction and shall sign Section II of Form WR-212 immediately below the signature of the committeeman who originally signed the form.
- E. Certificate of County Committee.--A county committeeman who is authorized to sign for and on behalf of the county committee shall sign in the space provided in Section II of the form.

Issued September 29, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

NOV 7 1938

1938 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

PART I

COUNTY OFFICE PROCEDURE FOR THE PREPARATION OF FORM WR-213 ("APPLICATION FOR PAYMENT--SINGLE FARM"); FORM WR-212 ("APPLICATION FOR PAYMENT - MULTIPLE FARM"); AND FORM WR-212A ("COMPUTATION TABLE"), FOR FARMS LOCATED IN COLFAX, GUADALUPE, MORA, AND SAN MIGUEL COUNTIES

SPECIAL INSTRUCTIONS. Forms WR-211 and WR-212B will not be used in Colfax, Guadalupe, Mora, and San Miguel Counties. In lieu thereof Forms WR-213 and WR-212A will be used and can be made adapted for use with the following changes and additions thereon:

1. Strike out "A" following the word "class" in the title of Forms WR-213 and WR-212A, and in the heading of Section III of WR-213, and substitute "B" therefor.
2. Enter "Normal Fallow" on line 6 in Column (a) in the tables on Form WR-213 and WR-212A.
 - A. Form WR-213
 1. The instructions set forth in WRC-38-18 shall be used in the preparation of Forms WR-213 from the above-mentioned counties, with the following exceptions:
 - a. Line 6, Column (b)

Enter on line 6 in Column (b) the normal acreage of summer fallow for the farm as reported on line 11 in the first column of Section VI, Form WR-210, for the farm. A figure or an "0" must be entered.
 - b. Line 6, Column (c)

Make no entry.
 - c. Line 6, Column (d)

Enter the sum of the entries in the first Column, Line 7, Section IV, and on line 29, Section VI, of Form WR-210 for the farm.

d. Line 9 is not applicable to Class B farms and no entry shall be made thereon.

e. Shares of Interested Persons

(1). Where the application covers the "first type of farm" as defined in WRC-38-11 (i.e., all the land is under one ownership and operated by one operator), and only one work-sheet number is reported in Section II of WR-210, enter on lines 27 and 30 respectively each person's percentage share of the wheat crop and each person's percentage of contribution to the soil-building practices as reported in Section II of Form WR-209 for the farm.

(a) If wheat was not seeded on the farm for harvest in 1938, and, in the case of a farm for which a wheat acreage allotment was established, the reason for failure to seed wheat is other than flood or drought, enter on line 28, beneath the name of each person, such person's percentage share of the general soil-depleting crops on the farm as reported in Section II of WR-209.

(2). Where the application covers "the second type of farm" or "the third type of farm", both of which are defined in WRC-38-11, determine the acreage shares of the wheat crop and restoration land, and the unit shares of the soil-building practices for all persons on each "work-sheet farm" (on each rented field, in the case of a field-rented farm), and enter the results in section II of Form WR-209 immediately above the percentages reported for such item. For example: If 50 acres of wheat classified as soil-depleting were seeded on the "work-sheet farm" (or rented field) for harvest in 1938, and the division of the wheat crop is reported on the WR-209 as 25% to A and 75% to B, enter opposite the name of each person, immediately above the percentage in the column "wheat", each person's acreage share of the wheat crop--i.e., 12.5 acres for A and 37.5 acres for B. Where two or more persons on a "work-sheet farm" contribute to the acreage of restoration land thereon, each such person shall be deemed to have contributed to the restoration land in the proportion that the principal crop normally grown on the "work-sheet farm" is divided. After the acreage and unit shares have been entered on all WR-209's included under the WR-213 for the farm, each person's acreage share for wheat and restoration land, and such person's unit share of the soil-building practices with respect to the farm, shall be obtained by adding such person's shares on the individual WR-209's for the respective items. The results shall then be entered for each such person on the applicable lines 27, 29, and 30, Section III,

of WR-213 beneath his name.

- (a) If a wheat acreage allotment was established for the farm, and if because of flood or drought no acreage was seeded to such crop for harvest in 1938, the number of acres in such crop acreage allotment [column (b) Section III of WR-213] shall be divided among the interested persons in the proportion (expressed as acres) which the county committee determines such persons would have shared in the proceeds of such crop if such crop had been harvested on the farm in 1938.
 - (b) Important. -- The sum of the acreage shares of wheat reported for all persons in Section III of Forms WR-213 must agree with the entry for such crop in Column (b) or (c), whichever is applicable, in Section III. The sum of the acreage shares of restoration land reported on line 29 in Section III, WR-213, must agree with the entry on line 13, Column (f), in Section III. The sum of the unit shares on line 30 must agree with the sum of the entries on line b in footnote 2 of WR-213.
- f. Additional Certification to be entered in Section II by the County Committee. -- If no wheat allotment has been established for the farm and the 1938 acreage of soil-depleting crops on such farm is in excess of 50 acres and is in excess of the total soil-depleting acreage allotment established for the farm, and the county committee finds that such increase in soil-depleting crops was due to the rotation of crops normally followed on the farm, a certification to that effect shall be entered in Section II of Form WR-213 for the farm.
- B. Form WR-212.--The Instructions in WRC-38-19 shall be followed in the preparation of multiple applications to be submitted from the above-mentioned counties. Form WR-212A, changed as indicated above, shall be used for individual farms to be included under multiple applications for payment and shall be filled out in the same manner as Forms WR-213.

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Date January 20, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1938 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

OFFICE PROCEDURE

PART VI

COUNTY AGRICULTURAL CONSERVATION ASSOCIATION OFFICE PROCEDURE
TO BE FOLLOWED IN NUMBERING, FILING, AND CHECKING WR-201
(IRISH POTATO DATA) AND IN TABULATING AND SUMMARIZING
DATA THEREFROM ON INDIVIDUAL CROP LISTING SHEET.

STEP I. In potato goal counties, a printed card (WR-201) should be sent to each of the commercial potato growers. One part of this double card will be addressed to the grower and will be signed by the chairman of the county committee or his representative. The other part of the card, which will be returned to the county conservation office, will have the return address of the county office. One side of the card, which is to be returned, will be filled in by the county clerks with the name and address of the producer, the description of the farm, the serial number of the work sheet for the farm, and the 1936 and 1937 acreage of potatoes as indicated by the supervisor's report for the farm for those farms which were under the Agricultural Conservation Program for these years.

STEP II. When the forms WR-201 are returned to the county office, they should be filed by townships or communities similar to the filing of the regular work sheet, WR-1. The serial number on the WR-201 should be identical with that on WR-1 for the farm.

WR-201 should be checked to see that serial numbers are correct, that the name and address correspond to that on WR-1 and that complete potato acreage, yield and production data have been given for the years 1936 and 1937. Forms WR-201 can be filed either in a separate file, or, if the county committee wishes, in the same file as the WR-1's. If the WR-201's are filed with the WR-1's, an index of the list of WR-201's on file must be kept.

STEP III. TRANSFER OF DATA FROM WR-201 TO A POTATO LISTING SHEET. Each listing sheet should have the word "Potatoes" inserted preceding the word "crop" in the heading of the sheet.

Column 1. Enter serial number assigned WR-201.



Column 2. Enter the 1936 acreage of Irish potatoes as reported on WR-201 by the producer.

Column 3. Enter the 1937 acreage of Irish potatoes as reported on WR-201 by the producer.

Columns 4, 5, 6. Will not be used for potatoes.

Column 7. Enter the average of the entries in columns 2 and 3 of listing sheet.

Column 8. Enter county committee adjusted potato acreage for the farm.

Column 9. Will not be used for potatoes.

Column 10. Enter the preliminary potato goal established by the county committee for the farm. The committee will be guided by provisions of Section 2 (a) of ACP-38 and Supplemental Instructions in WRB-38-1, Part II, Section 2, with reference to establishing goals for individual farms.

Column 11. Enter the final potato goal established for the farm by the county committee to meet the county potato goal for 1938.

Column 12. Enter the average yield of potatoes per harvested acre for 1936 and 1937 as taken from WR-201.

Column 13. Will not be used for potatoes.

Column 14. Enter preliminary yield in bushels established for 1938 for the farm by the county committee. The committee will be guided by provisions of Section 15 (b) of ACP-38 and WRB-38-1, Part II, Section 6, with reference to establishing yields and per acre rates on individual farms.

Column 15. Enter the final yield for the farm established by the county committee to meet the county average weighted potato yield.

Column 16. Enter the product of the final approved yield multiplied by 4 cents per bushel for late potato areas and 6 cents per bushel for early potato areas.

Columns 8, 11, and 16 will be transferred to the county listing sheet, WR-203.

February 26, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1938 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

OFFICE PROCEDURE

PART VII

COUNTY AGRICULTURAL CONSERVATION OFFICE PROCEDURE TO BE FOLLOWED IN NUMBERING, FILLING OUT, AND CHECKING WHEAT DATA SHEET, ACP-59; IN DETERMINING FARM WHEAT ACREAGE ALLOTMENTS AND NORMAL WHEAT YIELDS; AND IN TABULATING AND SUMMARIZING DATA ON THE WHEAT LISTING SHEET, ACP-60

A. - FARMS FOR WHICH WHEAT ACREAGE ALLOTMENTS AND NORMAL WHEAT YIELDS WILL BE DETERMINED.

1. Wheat acreage allotments will be determined for farms on which wheat has been seeded for harvest in one or more of the years 1935, 1936, and 1937, and also for farms on which wheat is grown in 1938 for the first time since 1934. Not more than 3 percent of the county wheat acreage allotment shall be apportioned to farms in the county on which wheat has not been seeded for harvest in any of the years 1935, 1936, or 1937. No allotment shall be established for any Class B farm for which the normal production of wheat for market is less than 100 bushels.
2. For each farm for which a wheat acreage allotment will be determined in 1938, a worksheet (WR-1 or WR-2) must be on file in the office of the County Agricultural Conservation Committee. New worksheets will not be necessary for farms for which worksheets are already on file and which remain unchanged in size or manner of operation in 1938. New worksheets will be required for all farms not previously covered by worksheets under the 1936 or 1937 Agricultural Conservation Programs. All new worksheets will be handled in accordance with previous instructions in regard to tabulating on listing sheets and to the establishment of total soil-depleting acreage allotments. For each farm for which a wheat acreage allotment is applicable in 1938, a Wheat Data Sheet (ACP-59) must be filled out and be filed in the county office together with the worksheet (WR-1 or WR-2) for the farm. Wheat Data Sheets should be executed in duplicate, the original to be kept in the files of the County Agricultural Conservation Association and the duplicate to be transmitted to the farm operator after all entries have been made.

3. Each Wheat Data Sheet (ACP-59) will be assigned the same serial number as the worksheet (WR-1 or WR-2) for the farm. For the reason that the description and identification of the farm, for which space has been provided, should be identical with the same information shown on the worksheet, it may not be necessary to fill out blanks providing for description of the farm on ACP-59, particularly if this form and the worksheet are not separated. Sufficient information should be recorded to enable the county committee to identify the farm.

B. - DETERMINATION OF NORMAL WHEAT YIELDS AND RATES OF WHEAT PAYMENT FOR INDIVIDUAL FARMS.

The Secretary of Agriculture will establish for each county an average yield per acre of wheat for the 10-year period 1928-37, adjusted for trends in yields and abnormal weather conditions. The county average yield as established for any county will be the basis for the county committee's appraisals of average yields for individual farms within the county, and the average of all individual farm yields (weighted by the farm wheat acreage allotments) must not exceed such county average yield.

1. Computing yields where reliable records of actual yields are not available, or where there were no actual yields. The provision which has been made for entering yield records for individual years in Columns (2) to (6), inclusive, will be used only in the case of farms for which reliable records of actual yields can be obtained for any of the 10 years 1928-37. For all other farms, only line 15 of Columns (2), (4), (5), and (6) will be filled out.

In cases where reliable records of actual yields are not available for any of the 10 years 1928-37, the average yields will be determined as follows:

- (a). Column (2), line 15:

Enter here the average yield of wheat, if any, established for the farm in connection with the 1936-1939 Wheat Adjustment Program, as recorded on form Wheat-201.

- (b). Column (4), line 15:

Enter here an average yield determined by multiplying the county average yield by the productivity index established for the farm. If no further adjustments or corrections are necessary, this entry should be copied in line 15 of Column (6).

- (c). Column (5), line 15:

If the county committee determines that the use of the productivity index in determining the entry for line 15 of Column (4), results in an average yield for the farm which accurately reflects the factors specified under the 1938 Agricultural Conservation Program for appraising wheat yields,

no entry need be made on line 15 of Column (5). If the county committee determines, however, that the use of the productivity index does not accurately reflect such factors, it will be necessary to enter on line 15 of Column (5) a yield appraised upon the basis of the factors specified in the 1938 Agricultural Conservation Program Bulletin. Appraisal of yields will be made by the county committee with the assistance of the community committee.

(d). Column (6), line 15:

Enter here the appraised yield, if any, which is recorded in Column (5); otherwise, enter here the appraised yield recorded on line 15 of Column (4). The entry recorded on line 15 of Column (6) will then be transferred to the appropriate column of the Wheat Listing Sheet (ACP-60).

2. Computing yields where reliable records of actual yields are available for one or more of the 10 years 1928-37. Actual yield records furnished for a farm must be substantiated by documentary evidence proving their validity if they are to be given preference over appraised yields in establishing for the farm an average wheat yield for use in connection with the 1938 Agricultural Conservation Program. Such documentary evidence may consist of bona fide account-book records of acreage and production; accurately recorded drill-measurement records of acreage, together with sales receipts for wheat sold from the production from such acreage; or any other form of documentary evidence of acreage and production serving to prove to the satisfaction of the county committee the reliability of the records of the actual yields.

If reliable records of actual yields are available for any farm for any of the years 1928 to 1937, inclusive, it will be necessary to enter in Columns (2) to (6), inclusive, yield data as follows:

(a). Column (2):

Enter in this column the yields for individual years as recorded on the Application for 1936-39 Wheat Adjustment Contract (Wheat-201).

(b). Column (3).

Enter the actual yields for such of the years as reliable records of actual yields are available. For this purpose, data "reported" on form Wheat-201, or other records furnished from memory by the farm operator, are not sufficient. It will be necessary that the data entered in Column (3) be substantiated by documentary evidence.

(c). Column (4):

Enter for each year for which an actual yield is not entered in Column (3), a yield calculated by multiplying the county average yield for that year by the farm productivity index. If the County Committee determines, however, that the use of the productivity index in determining the entry in Column (4) for any year does not accurately reflect the factors specified in the 1938 Agricultural Conservation Program Bulletin for appraising wheat yields, there shall be entered in Column (4) for such year a yield appraised in accordance with such factors.

(d). Column (5):

Transfer to this column such actual yields as are entered in Column (3) and appraised yields for the other years as entered in Column (4). The average to be entered on line 15 of Column (5) will be the average of all yields in the column.

(e). Column (6):

Transfer to this column from Column (5) all yields except those which, on account of drought, flood, insect pests, plant disease, or other uncontrollable natural causes, are less than 76.9 percent of the average entered on line 15 of Column (5). Line 15 of Column (6) will be the simple average of the yields listed in the column, provided, however, that if actual yields are listed for all years in Column (3), the entry on line 15 of Column (6) shall be the average obtained by giving equal weight to the average of the yields listed for the last three years for which yields are listed in Column (6) and the simple average of all annual yields in Column (6). The entry on line 15 of Column (6) will then be transferred to Columns (5) and (7) of the wheat listing sheet.

3. Recording normal wheat yield and farm rate per acre for all farms.

(a). Column (7), line 15:

When the entries on line 15 of Column (6) on Wheat Data Sheets for all farms in the county for which wheat acreage allotments will be determined have been transferred to the appropriate column on the Wheat Listing Sheet, adjustments will be made to bring the average of the yields established for all farms in the county within the county average yield, provided, however, that where the average yield reported on line 15 of column (6) was calculated on the basis of the actual yields for all ten years, such yield will not be adjusted to the county average, but instead will be entered directly on line 15 of column (7), and, further provided that where one or more, but fewer than

ten, actual yields were used in calculating the average yield entered on line 15 of Column (6), the adjustment made in bringing the average of all individual farm yields within the county average yield shall not result in a normal yield for the farm less than the yield indicated in the second column of the following tabulation:

Number of certified annual yields entered in lines 1 to 10, inclusive, of Column (3)	Lower limit for normal wheat yield for farm									
9 - - - - -	90 percent of the average of certified yields in Column (3)									
8 - - - - -	80	"	"	"	"	"	"	"	"	"
7 - - - - -	70	"	"	"	"	"	"	"	"	"
6 - - - - -	60	"	"	"	"	"	"	"	"	"
5 - - - - -	50	"	"	"	"	"	"	"	"	"
4 - - - - -	40	"	"	"	"	"	"	"	"	"
3 - - - - -	30	"	"	"	"	"	"	"	"	"
2 - - - - -	20	"	"	"	"	"	"	"	"	"
1 - - - - -	10	"	"	"	"	"	"	"	"	"

The entry for line 15 of Column (7) will be copied from the Wheat Listing Sheet when such adjustment has been made and verified by the State Agricultural Conservation office.

(b). Column (8):

The farm rate per acre of wheat allotment will be 12 cents per bushel of the normal yield of wheat for the farm as recorded on line 15 in Column (7). The rate entered on line 15 in Column (8) of the Wheat Data Sheet must be identical with the rate entered in Column (8) of the Wheat Listing Sheet.

C. - REPORT OF ACREAGE OF WHEAT SEEDED.

1. Where acreage records are readily available for one or more of the years 1928 to 1934, inclusive, either from present county agricultural conservation office records or from farm records, the acreages seeded for harvest in those years should be entered in Column (1) of Section 1 of the Wheat Data Sheet. In many instances the acreages for several of these years will be available from the Application for the 1936-39 Wheat Adjustment Contract (Wheat-201).
2. Acreages of wheat seeded for harvest in each of the three years 1935 to 1937, inclusive, and where available for 1938, must be determined for each farm. Where such acreage figures are not available from present office records of supervisors' reports (such as Forms W-50, WR-10, or WR-110) it will be necessary to get satisfactory estimated

acreage records from the farm operator. If no wheat was seeded for harvest in any one of the years 1935, 1936, and 1937, a "zero" or the word "none" must be entered in the space for that year.

Any producer who desires a wheat allotment for 1938 who did not seed wheat for harvest in any of the three years 1935 to 1937 shall file information with the county committee with respect to his actual or intended wheat seedings for the 1938 harvest. Such information shall be filed with the county committee before a closing date established by the Regional Director in order that a Wheat Data Sheet may be filled out for such farm.

D. - CROP-ROTATION PRACTICES, TYPE OF SOIL, AND TOPOGRAPHY.

1. Crop-Rotation Practices.

The variation in the acreages of wheat seeded for harvest in the years 1928 to 1938, inclusive, as shown by the acreages reported on lines 1 to 11, inclusive, of Column (1), Section 1, will provide some indication of the extent to which the seeded acreages of wheat are affected by crop-rotation practices on the farm. In addition to this indication, however, space has been provided in Section 3, in which the farmer, or someone familiar with the farm, will explain in more detail the customary crop-rotation practices followed on the farm with respect to their effect on seeded wheat acreages from year to year.

2. Type of Soil.

The type of soil on the cropland suitable for the production of wheat will be reported in Section 3. The county committee shall report in this item the acreage of restoration land (if any) designated on the farm, and, in addition, the committee should indicate the condition of the soil with respect to erosion on the land usually seeded to wheat, the extent to which such land is subject to wind or water erosion, and the suitability of such land for the production of wheat. In any case where the county committee adjusts the acreage entered in Column (5), Section 2, on the basis of the foregoing factors, there must be entered in line 24, Section 3, the number of acres of increase or decrease made on such basis.

3. Topography.

The topography of the cropland on the farm which is usually seeded to wheat will be reported in Section 3, as level, undulating, rolling, hilly, or steep. Several different descriptive terms may be necessary to describe accurately the topography of all of the cropland. In any case where the county committee adjusts the acreage entered in Column (5), Section 2, on the basis of topography, there must be entered on line 25, Section 3, the number of acres of increase or decrease made on such basis. The remarks relative to type of soil and topography of the cropland should be made by someone familiar with the farm, preferably a community committeeman.

E. - DETERMINATION OF ACREAGE ALLOTMENTS

1. Column (1), line 20:

Enter here the acreage of all farm land on the farm as reported on the farm as reported on the 1938 County Listing Sheet.

2. Column (2), line 20:

Enter here the acreage of cropland on the farm as recorded on the 1938 County Listing Sheet.

3. Column (3), line 20:

Enter here the usual acreage of all soil-depleting crops as recorded on the 1938 County Listing Sheet.

4. Column (4), line 20:

Enter here the usual acreage of wheat seeded on the farm as indicated by the acreages recorded in Column (1), Section 1, adjusted to include the acreage diverted from wheat production under agricultural adjustment and conservation programs in 1934, 1935, 1936, and 1937.

5. Column (5), line 20:

Enter here the usual acreage of wheat as reported in Column (4), adjusted so as to result in a figure which represents the acreage of wheat which would normally be seeded for harvest in 1938 on the basis of crop-rotation practices on the farm.

6. Column (6), line 20:

Enter here the acreage recorded on line 20 of Column (5), increased or decreased, as the case may be, by the adjustments, if any, entered on lines 24 and 25, Section 3. The entries on line 20, Column (6), for all farms in the county for which wheat acreage allotments will be determined shall be transferred to Column (2) of the Wheat Listing Sheet.

7. Column (7), line 20:

Enter here the wheat acreage allotment for the farm in Column (4) of the Wheat Listing Sheet.

F. - DETERMINATION OF NORMAL PRODUCTION OF WHEAT FOR MARKET.

1. Line 26:

Enter, below the year (1938), the number of bushels resulting from multiplying the normal yield reported on line 15, Column (7), by the usual wheat acreage reported on line 20, Column (4).

2. Line 27:

Enter, under (1938), the number of bushels of wheat normally consumed annually on the farm by the farmer's household, by his employees, and by his workstock, poultry, or other livestock.

3. Line 28:

Enter the result of subtracting the entry on line 27 from the entry on line 26.

4. If the entry made in line 28 is less than 100 bushels, no wheat allotment shall be established for the farm for the purpose of the 1938 Agricultural Conservation Program.

G. - INSTRUCTIONS FOR TABULATING THE DATA FROM THE WHEAT DATA SHEET (ACP-59).

1. Sort the Wheat Data Sheets into two separate groups. In one of these groups include all farms for which a wheat acreage allotment is to be established in 1938, but on which no wheat was seeded for harvest in any of the years 1935, 1936, or 1937. In the other group, include all Wheat Data Sheets for farms for which a wheat acreage allotment is to be established in 1938 and on which wheat was seeded for harvest in at least one of the years 1935, 1936, or 1937. Tabulate these two groups separately, and copy the entry on line 20, Column (6), of the Wheat Data Sheet in Column (2) of the Wheat Listing Sheet. Total these entries for each group separately and determine whether or not the total for the first group exceeds 3 percent of the county total of both groups.
2. If the total for the first group does not exceed 3 percent of the county total of both groups, Column (3) of the Wheat Listing Sheet for this group will not be filled out. The wheat acreage allotment for all farms in both groups will be calculated by applying to each entry in Column (2) a factor which will result in a total wheat acreage allotment for all farms covered by Wheat Data Sheets, not in excess of that part of the county acreage allotment to be apportioned to such farms.
3. If the total of the entries in Column (2) of the Wheat Listing Sheet for "new wheat farms" exceeds 3 percent of the total of Column (2) for all farms, the entries in Column (2) for the "new wheat farms" will be reduced by a percentage factor which will bring the total of these entries to 3 percent or less of the total of Column (2) for all farms. These reduced figures for "new wheat farms" shall be entered in Column (3) of the listing sheets for this group. The acreage allotments for all farms will then be calculated by applying to the entries in Column (3) of the "new wheat farm" listing sheets, and to the entries in Column (2) of the listing sheets for other farms, a percentage factor which will result in a total wheat acreage allotment for all farms covered by Wheat Data Sheets, not in excess of that part of the county acreage allotment to be apportioned to such farms.

4. Enter in Column (4) the reduced entries resulting from the adjustments made in paragraph 2 or 3 above.
5. Enter in Column (5) of the Wheat Listing Sheet the adjusted wheat yield as recorded in line 15 of Column (6) of the Wheat Data Sheet.
6. Multiply the wheat yield recorded in Column (5) by the Wheat acreage allotment recorded in Column (4) and record the extensions in Column (6). The total of this column divided by the total of Column (4) will indicate the weighted average of the adjusted yields. The county average yield shall then be expressed as a percentage of this weighted average adjusted yield.
7. Record in Column (7) the wheat yield for each farm adjusted to the county average yield on the basis of the percentage derived in accordance with paragraph 6 above, keeping in mind the limitations on adjustment of certified yields stated in paragraph B, 3(a), of these instructions.
8. Record in Column (8) the wheat rate per acre for each farm, which will be 12 cents per bushel of the normal yield recorded in Column (7).

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June 17, 1938

AUG 1 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



1938 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

Revision of Instructions with Respect to the
Determination of Normal Yields of Wheat

WRC-38-3, Part VII, Subdivision B is revised to read as follows:

B. - DETERMINATION OF NORMAL WHEAT YIELDS AND RATES OF WHEAT PAYMENT FOR
INDIVIDUAL FARMS.

The Secretary of Agriculture will establish for each county an average yield per acre of wheat for the 10-year period 1928-37, adjusted for trends in yields and abnormal weather conditions. The county average yield as established for any county will be the basis for the county committee's appraisals of average yields for individual farms within the county, and the average of all individual farm yields (weighted by the farm wheat acreage allotments) must not exceed such county average yield.

Opportunity shall be given each farmer to furnish actual records of yields of wheat obtained on his farm for any of the years 1928 to 1937. In order to be considered as actual yields they must be substantiated by proof in the form of bona fide farm account book records of acreage and production; accurately recorded drill measurement records of acreage, together with sales receipts for wheat sold from the production from such acreage; or any other form of documentary evidence of acreage and production serving to prove to the satisfaction of the county committee the validity of the yields submitted. Records of yields reported without supporting documentary evidence in connection with any previous Agricultural Adjustment program, or records based on memory shall not be considered as actual yields.

1. Entering yield information in columns 2, 3, 4, and 6 of Section
1 of the Wheat Data Sheet.

- (a) Column 2, Section 1: Enter on lines 1 to 10, inclusive, the reported average yield per acre for each of the years for which such information can be obtained from the Wheat 201 or other farm records in the county office.

On line 14 enter the sum of the yields entered on lines 1 to 10.

On line 15 enter the simple average of the yields entered on lines 1 to 10 as obtained by dividing the entry on line 14 by the number of years for which yields are reported.

Also enter on line 15 the average yield of wheat, if any, established for the farm on Wheat 201. This entry must be encircled or bracketed in order to distinguish it from the simple average of the yields on lines 1 to 10 which is also entered in this space.

- (b) Column 3 section 1: Enter on lines 1 to 10, inclusive, the "actual yields" for such of the years that such yields are furnished.

On line 14 enter the sum of the "actual yields" entered on lines 1 to 10.

On line 15 enter the simple average of the yields entered on lines 1 to 10 obtained by dividing the entry on line 14 by the number of years for which "actual yields" are furnished.

- (c) Column 4 section 1: Lines 1 to 14 will not be filled out.

On line 15 enter a yield for the farm obtained by multiplying the "normal yield" for the county by the productivity index established for the farm in 1938. In Class B counties where productivity indexes are not established for 1938 the index established for the farm in 1936 or 1937 may be used. If no productivity index is available for the farm this space shall be left blank.

- (d) Column 6 Section 1. Lines 1 to 14, inclusive, will not be used and the "appraised yield" or average of "actual yields" shall be entered on line 15 as provided in the following paragraphs.

2. Determination of "Appraised Yield" for farms for which "actual yields" were not furnished for all of the years 1928 to 1937, inclusive.

(a) In Class B counties where productivity indexes are available for some farms, and in all Class A counties, if the county committee determines that the use of the productivity index in determining the entry in column 4, line 15, for any farm results in an average yield for the farm which accurately reflects the yield which was or could reasonably have been expected on such farm, taking into consideration weather conditions, type of soil, drainage, production practices, general fertility of the land and available information regarding the yield customarily received on such farm, this average yield shall be transferred to Column 6, Line 15. If, however, the county committee determines that on the basis of the yields entered in columns 2 and 3, and such other information as may be available for the farm the use of the productivity index does not accurately reflect such factors a yield shall be entered on line 15, column 6,

appraised on the basis of such factors. Such appraisals of yields shall be made by the county committee with the assistance of the community committee.

(b) In Class B counties where productivity indexes are not available for a farm, a yield shall be entered in column 6, line 15, appraised on the basis of the factors specified in paragraph 2(a). Such appraisals shall be made by the county committee with the assistance of the community committee.

3. Determination of "Normal Yields" for farms for which "actual yields" were furnished for all of the years 1928 to 1937, inclusive.

The normal yield for any such farm shall be the average of the ten actual yields furnished, adjusted for abnormal weather conditions and trends in the following manner:

The average of the ten actual yields for such farm shall be raised or lowered by the same percentage that the county average yield established by the Secretary is above or below the actual ten year average yield for the county. This adjusted average of the ten actual yields shall be the normal yield for such farm and as such it is subject to no further adjustment. This normal yield shall be entered in Column (7) line 15 of the Wheat Data Sheet.

4. Adjustment to County Average Yield and Farm Rate per Acre.

(a) Column 7, line 15: When the entries on line 15 of Column (6) on Wheat Data Sheets for all farms in the county for which an "appraised yield" was determined have been transferred to the appropriate column on the Wheat Listing Sheet, adjustments will be made in such "appraised yields" so that the average of the yields established for all farms in the county shall be within the county average yield.

The entry for line 15 of Column (7) will be copied from the Wheat Listing Sheet when such adjustment in the "appraised yield" has been made and verified by the State Agricultural Conservation Office.

(b) Column (8): The farm rate per acre of wheat allotment will be 12 cents per bushel of the normal yield of wheat for the farm as recorded on line 15 in Column (7). The rate entered on line 15 in Column (8) of the Wheat Data Sheet must be identical with the rate entered in Column (8) of the Wheat Listing Sheet.

Issued March 1, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

WASHINGTON, D. C.

1938 AGRICULTURAL CONSERVATION PROGRAM - WESTERN REGION

OFFICE PROCEDURE

PART VIIIUSE OF FORM WR-208, DESIGNATION OF WINTER COVER CROP
ACREAGE AND COUNTY AGRICULTURAL CONSERVATION OFFICE
PROCEDURE TO BE FOLLOWED IN CONNECTION THEREWITH

- A. Use of Form WR-208, Designation of Winter Cover Crop Acreage.--Form WR-208 will be used only in the counties designated in Section 13, Sub-section B, Item 3 of WR-1938 for the States of Colorado, Kansas, and New Mexico. The purpose of the form is to provide a complete and accurate record in connection with the acreage of winter wheat, seeded in the fall of 1937, on each farm with respect to which the operator designates an amount of such acreage for utilization only as a winter cover crop.
- B. Filling Out Form WR-208.--This form must be executed in triplicate as follows:
1. State and County Code & Work Sheet Number.--In the upper right-hand corner of the form, enter the State and county code and work-sheet number for the farm with respect to which the operator desires to designate an acreage of winter wheat, seeded on the farm in the fall of 1937, for utilization as a winter cover crop.
 2. State and County.--In the spaces provided below the heading of the form, enter the names of the State and County.
 3. Designation of Acreage by Operator
 - a. The operator must indicate on the map on the reverse side of the form the location and boundaries of the fields seeded to winter wheat on the farm in the fall of 1937, identifying by use of the proper symbols the acreage/s of winter wheat to be harvested for grain or hay and the acreage/s to be utilized only as a winter cover crop. Each such field must be identified by an appropriate letter and the acreage of each field indicated. Immediately below the map there must be entered the field number, acreage and location of the field/s designated for utilization as a winter cover crop.

- b. The operator must sign and enter the date in the spaces provided.

4. Approval of County Committee

- a. The county committee shall review the map prepared by the producer to determine that the identification and acreage of each field have been given, and that the acreages and location of the fields, identified by the appropriate symbol on the map as acreage designated for utilization as a winter cover crop, have been entered in the spaces provided below the map.
- b. The committee should review the data relative to the wheat acreage seeded on the farm in the fall of 1937, the wheat acreage allotment established for the farm and, if available, the proposed 1938 farming operations on the farm to determine if the amount of acreage designated by the producer for utilization as a winter cover crop is sufficient to accomplish the purpose for which such designation and use is intended.

c. Data with Respect to Winter Wheat Acreage.

Item 1. On this line enter the total acreage seeded to winter wheat on the farm in the fall of 1937.

Item 2. On this line enter the total acreage of winter wheat which the producer has designated for utilization only as a winter cover crop.

Item 3. On this line enter the winter wheat acreage to be harvested for grain or hay (Item 1 less Item 2).

d. Soil-Building Practices Which May be Carried Out On The Designated Acreage.

In the spaces provided enter the conservation measures approved by the county committee for use in connection with the designated acreage/s and the date prior to which the practice/s must be instituted as provided in WR-1938.

5. Notification to Operator.--After the entries in Section II of the form have been made, a member of the county committee must sign and enter the date in the spaces provided. The first copy of the form shall then be delivered to the operator in order that he may be notified thereby of the conservation measures approved for use in connection with the designated acreage.
6. Preliminary Inspection of Farm.---A supervisor or committeeman shall visit the farm immediately prior to the final date on which the indicated practices may be instituted in order to check performance on the designated acreages. Section III of the form will be filled in as follows:
- a. Field No., Col. (a).---In this column enter the identification of the fields designated by the operator as shown on the map.

- b. Practice carried out, Col. (b).--In this column enter the description of the approved conservation measure instituted on the designated field identified in column (a).
 - c. Acres, Col. (c).--In this column enter the number of acres on which the approved conservation measure was carried out.
 - d. Date Completed, Col. (d).--In this column enter the date on which the approved conservation measure was instituted.
 - e. If any of the designated acreage has not been utilized as a winter cover crop within the meaning of Item 3, Subsection B, Section XIII of WR-1938, for the reason that an approved conservation measure was not instituted thereon prior to the final date specified, the acreage must not be reported in Column (c). In such event an explanation should be entered in Column (b) or immediately below the table, setting forth the reason therefor.
 - f. The supervisor or committeeman who inspected the designated acreage should sign the form and enter the date in the spaces provided.
7. Filing Forms WR-208.--The original and one copy of Form WR-208 should be filed in the county office. Instructions for the final disposition of these forms will be issued at a later date.

Issued March 25, 1938

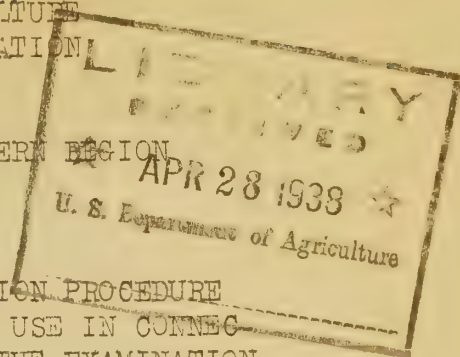
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D.C.

1938 RANGE CONSERVATION PROGRAM - WESTERN REGION

OFFICE AND FIELD PROCEDURE

COUNTY AGRICULTURAL CONSERVATION ASSOCIATION PROCEDURE
TO BE FOLLOWED IN PREPARING MATERIALS FOR USE IN CONNEC-
TION WITH FORMS WR-216 AND PROCEDURE FOR THE EXAMINATION
OF RANGE LANDS NOT PREVIOUSLY EXAMINED IN 1936 OR 1937



PART IX

A. DESCRIPTION OF RANGE LAND.

There will be filed by each ranch operator desiring to participate in the 1938 Range Conservation Program a Form WR-215 indicating the legal description of his range land, and a list of the range conservation practices which he desires to perform. The county range examiner or other qualified member of the county office will check the accuracy of the status and control of the range lands so described; whether the lands have been examined and grazing capacities established therefor under previous range conservation programs, and if the ranch operator and lands are eligible under the provisions of WR-38 for the State for participation in the 1938 Range Conservation Program.

B. SOURCES OF INFORMATION AND RESPONSIBILITY FOR OBTAINING GRAZING CAPACITIES.

There are three sources from which data will be obtained for use in connection with determination of the grazing capacities to be used in 1938: (1) From the Western Range ^{Survey} maps and tabulations, (2) from those forms WR-16 and WR-116 which are not included on the Western Range Survey maps, and (3) From 1938 field examinations.

Responsibility for obtaining grazing capacity data from these three sources will be as follows:

1. Where the grazing capacity of the entire ranching unit has been mapped by the Western Range Survey, the county committee will establish the grazing capacity of the ranching unit by applying Procedure 1, Sub-section C of this Part IX.
2. Where the grazing capacity of all the ranching unit has been previously established and recorded on Forms WR-16 and WR-116 but is not included on a Western Range Survey map, the county committee will direct the county range examiner or other qualified member of the county office to calculate the grazing capacity in accordance with Procedure 3, Sub-section C of this Part IX.
3. Where a grazing capacity for all or a part of the ranching unit has not been previously secured, the county committee will direct the

county range examiner to determine the grazing capacity in accordance with Procedures 2 and 5, Subsection C of this Part IX.

Additional field data required by the county committee to approve range-building practices on range lands for which a grazing capacity is of record, will be obtained by the county range examiner or other qualified member of the county office.

C. CALCULATION OF GRAZING CAPACITY FROM EXISTING RECORDS AND DETERMINATION OF GRAZING CAPACITY FOR LANDS NOT PREVIOUSLY EXAMINED.

The following procedures will be followed by the county committee or the county range examiner in calculating or determining the grazing capacity of the range lands:

Procedure 1. When the 1938 ranch unit consists entirely of lands for which a grazing capacity has been previously established and assembled by the Western Range Survey.

(a) Use of Range Type Map.

From the map determine the acreage and grazing capacity of the range land and the acreage of mountain meadow land. The Range Type Map shows by colors and symbols the types and subtypes of the forage found on the range land within the county and the number of surface acres and the number of animal months of grazing capacity for each type either by type and subtype or by types within sections. The surface acres and animal months of grazing capacity shown for each type or section appear in the form of a fraction; the "numerator" or upper figure gives the number of acres in the type or section; the "denominator" or lower figure shows how many animal months of grazing capacity are available in the type or section. From the Range Type Map and designations thereon, acreages and number of animal months of grazing capacity for any fractional part of the type or section may be calculated. In all cases under this Procedure 1 a Form WR-216(a) will be completed. The following example shows how this may be done.

R I Z E

32 12 Bgr Gut	33 Pro	9 Bgr 34 Ber Hja	Ber Hja 35
5	$\frac{399}{53}$ 4	15 Bgr $\frac{445}{149}$ 3	13 Bgr Ber 2 $\frac{950}{388}$
1S 8	Gut Ber Ari 9 $\frac{4566}{767}$	10 1S Bhi	11 And Yu
17	16	15	$\frac{2605}{625}$ 14

T 7 N

T 6 N

The above map shows that sections 3, 4, and 9 include only a part of the land covered by four vegetative types. The problem is to determine the grazing capacity of the land included in the three sections.

Tabulate the following data on the Form WR-216(a) (Grazing Capacity Work Sheet): In Column 1 enter the sections for which the grazing capacity is to be calculated. In Column 2 enter the symbols for the types which occur in those sections. In Column 3 enter the acreage of range land in the type and in Column 4 the grazing capacity in animal months. These data are read directly from the map. The figures in Column 5 are obtained by dividing the figures in Column 3 by those in Column 4. The result is the number of surface acres of the designated vegetative type required to graze one animal unit one month. In Column 6 enter the acreage of each type in each section. Where the map records the acreage and grazing capacity of each type for each section, obtain the figures directly from the map and omit Columns 2, 3, 4, and 5. When the acreage of each type is shown only by total area of the type as in the present illustration, estimate the acreage by use of a small transparent scale. Lay a transparent inch scale marked off into 64 small squares representing 10 acres each over any section of the range map and estimate the acreage of any part of any type

by counting the number of small squares included in the type and multiplying the result by 10. Dividing the figures in Column 6 by those in Column 5 will give the grazing capacity in animal months (Column 7). This result, totaled at the bottom and divided by 12 will give the animal units of grazing capacity. When familiar with this method, it is not necessary to put down the data in Columns 2, 3, and 4 to obtain accuracy. Where grazing capacity tabulations by sections are furnished with the Western Range Survey maps, the capacity may be taken directly from such tabulations.

(b) Use of Recommended Practices Map.

This map shows location and kind of improvements or practices which have been recommended. The recommended practices can be accurately located by section, township, and range. Determine directly from the map the practices recommended for the ranching unit. Check the office records carefully to determine that no practice to be recommended for 1938 duplicates any practice completed under previous programs, unless the practice is again permissible in 1938, such as deferred grazing.

If the ranching operator has applied for a practice shown on this map but which has not been completed under the provisions of previous programs, the application may be approved without field investigation. If the practice applied for is not shown on the map, it may be approved by the county committee without field examination if it is a practice which is generally recommended in the county and which is determined from persons familiar with the ranching unit to be desirable and within the provisions of the range conservation program. Where doubt exists a field investigation will be made.

Procedure 2. Where the ranching unit consists of some rangeland, which has been examined and mapped by Western Range Survey, and some range land not previously examined.

Procedure 1 will be followed for the land included in the Western Range Survey assemblage. The unexamined range land either will be surveyed in accordance with the provisions of Part X herein, or where the range examiner decides that grazing capacity data are available on contiguous and comparable lands, the average acres per animal unit of grazing capacity of record for such comparable lands may be used to establish the grazing capacity of the unexamined lands.

Procedure 3. When the ranching unit consists entirely of lands that were examined in connection with the 1936 or 1937 programs, but the data for which was not assembled in the Western Range Survey.

Tabulate on Form WR-216(a) the grazing capacity recorded on the applicable Forms WR-16 or WR-116. Obtain the list of range-building practices from the WR-16 or WR-116, or by field examination as provided by Procedure 1.

Procedure 4. When the ranching unit consists of land partially mapped by Western Range Survey and partially recorded on Forms WR-16 or WR-116.

Procedure 1 will be followed for range lands mapped and assembled by the Western Range Survey.

Procedure 3 will be followed for the remainder.

Procedure 5. Where none of the range land in the ranching unit has been previously examined.

Field examination will be made in accordance with the provisions of Part X herein.

Procedure 6. Determining grazing capacity or acreage of meadow land

The acreage of mountain meadow land in a ranching unit will be determined separately from other types of range land. There will be designated by the Director of the Western Division certain counties within which the acreage of mountain meadow land in a ranching unit will be considered in establishing the range-building allowance. In such designated counties, the exact acreage of the mountain meadow land will be reported as such on Form WR-216 and supporting forms and will not be included as a part of the acreage or grazing capacity of the range land. In counties where meadow land is not designated as qualifying as a part of the range-building allowance, the area of the meadow land will be considered as a part of the range land, and the grazing capacity of the stubble after the hay has been removed (aftermath) will be included in the grazing capacity of the ranching unit, in accordance with the procedure under Part X herein.

Use of Form WR-216(b) - Report on Grazing Capacity and Range-Building Practices.

The data obtained under Procedures 1 to 6 above will in all cases be summarized and reported on Form WR-216(b). Enter in Section I the total acres of range land, acres of mountain meadow land, and animal units of grazing capacity. Enter in Section II the figures obtained from calculations as a result of data obtained and recorded on Form WR-216(a). Enter in Section III the data obtained by the range examiner by full examinations and recorded on one or more forms WR-216(a). The entries on Section I will be the sum of comparable figures in Sections II and III. The entries under Section IV are self-explanatory. This report will be furnished to the county committee and con-

sidered by them in establishing range-building allowance, the grazing capacity, and in approving range-building practices.

D. MAPPING OF PRACTICES PERFORMED IN PREVIOUS YEARS.

Indicate on the Western Range Survey maps, or on the maps on Forms WR-16 or WR-116 if the ranch unit is not included on WRS maps, the location of all practices which have been completed under previous programs. This shall be done by drawing a red circle around the symbol for the practice and inserting the year in which it was completed. The data may be determined from the compliance supervisor's report of completed practices.

E. RANGE LISTING SHEETS.

After all Forms WR-216 for the county have been completed, there shall be prepared a range listing sheet, Form WR-217. The range listing sheet shall be prepared in quadruplicate, the original and two copies being forwarded after approval by the county committee to the State committee.

The number assigned to a ranching unit in 1937 shall be used again in 1938 only if the 1938 ranching unit contains exactly the same range land as in 1937. In all other cases a new serial number shall be assigned beginning at the point where the last number was assigned in 1937 and continuing thereafter so as to maintain a numerical sequence for the county. The number so assigned shall continue to identify the ranching unit during the program and will be the number to be inserted on all forms where a serial number for the ranching unit is required. Should an assignment be terminated, even though such termination is for the purpose of substituting a revised assignment the number given for such assignment shall not be used again. If an assignment is made after the original designation of numbers, such assignment will be numbered so as to maintain numerical sequence for the county.

In Column 1 enter the ranch serial number. In Column 2 enter the name of the operator(s). In Column 3 enter the acreage of range land with respect to which an acreage allowance of either 2¢ or 3¢ is made pursuant to the provisions of Part II, Section II A of WR-38-1 for the State. Do not include in this column the acreage of mountain meadow land as it is to be entered only in Column 4. In Column 4 enter the acreage of mountain meadow land with respect to which an acreage allowance of 35¢ is made pursuant to the provisions of Part II, Section II B of WR-38-1 for the State. In Column 5 enter the grazing capacity for the ranching unit. The figures entered in Columns 3 to 5, inclusive, should be identical with those listed in Section I of Form WR-216. In Column 6 enter the result obtained by dividing the figure in Column 3 by that in Column 5. The entries to be made in Columns 7, 8, and 9 are obtained from Sections II and III of Form WR-216(b). The entries will show what part of the total acreage of range land in the 1938 ranching unit is covered by Western Range Survey maps, what part has been obtained directly from Forms WR-16 and WR-116, and what part has been examined in 1938. There will, therefore, be one or more entries for a ranching unit made in these three columns.

Part X.

INSTRUCTIONS TO COUNTY RANGE EXAMINERS MAKING FIELD RANGE SURVEYS.

These instructions outline the methods for the conduct of range surveys for the determination of the grazing capacity of ranching units.

A. PREPARATION FOR FIELD WORK AND DESIRABLE PRACTICES AND PROCEDURE.

1. Work up a routing system and schedule of examinations and make appointments in advance to prevent lost time.
2. Before making a field examination of a ranching unit, the range examiner should secure all map data available, including aerial maps, and make arrangements to meet and confer with the ranch operator.
3. In conference with the ranch operator, the range examiner should complete, before making field survey, as many of the captions on Form WR-216(c) or WR-216(d), Range Survey Field Sheet, as possible.
4. In company with the ranch operator, whenever possible, the range examiner will examine the range lands in the ranching unit in the most expeditious and thorough manner possible. He will check the cultural improvements, cropland, etc., and see that they are correctly shown on the map. He will type and determine the grazing capacity of the range land, completing the field map as the examination proceeds.
5. Before leaving the ranch, the range examiner will discuss his findings with the operator, see that all practices applied for are shown on the map, and determine that the ranch operator has a clear conception of the program.
6. Always use the exact terminology that appears in the WR-38 for the State and express the units of measurement exactly as appears therein.
7. Always show maximum and minimum performance for each recommended practice.
8. Be sure to show range land acreage separate from cropland acreage.
9. Turn over records of field examinations to county committee as soon as completed.
10. Show recommended practices on the map by outlining in blue.
11. Check your computations. Be sure your arithmetic is correct.
12. Equipment and Supplies - Range examiners will be furnished with necessary equipment and supplies before beginning field work.

13. Status of Land - The ownership and control of range land shown on the operator's "Request for Approval of Range-Building Practices" form, WR-215, shall be checked before field examination is made.
14. Forage palatability tables expressed in percentages for each class of stock and showing standard symbols for all important forage plants will be furnished each range examiner.
15. Forage allowance factors for the county, or counties, in which the range examiner will make field examinations, will be developed by the State Range Examiners and furnished to the county range examiners.

B. PROCEDURE IN THE FIELD.

1. Before undertaking a detailed examination of the ranching unit or any part thereof, the range examiner should make a preliminary examination for the purpose of determining generally the extent and uniformity of the types, the general topographic features, and such other information as will assist in developing the most economical system of examination. This preliminary survey is necessary because the intensity of the detailed examination to be made will depend upon the frequency and area of the types and subtypes, the topographic features, and other local factors.
2. There are two methods of making range surveys; (1) the SQUARE FOOT DENSITY method and (2) the RECONNAISSANCE (or OCULAR) method. The square foot density method is recommended as preferable and will ordinarily be adopted; however, in those States where there is a special reason for use of the reconnaissance method, that may be used. The method adopted by a state should be applied state-wide.

From this point the instructions are necessarily divided as to range survey methods. Follow only one set of instructions.

THE SQUARE FOOT DENSITY METHOD (Begin)

The square foot density method is based on the fact that the average values obtained from several definitely defined and impersonally selected small plots give an accurate, uniform, and representative description of the type or subtypes sampled. By varying the procedure in sampling, increasing

or decreasing the number of plots, or by a combination of the two, the method is sufficiently flexible to meet all ordinary field conditions.

3. Six general conditions may be encountered in the field. They are (1) a mixture of small vegetative types and subtypes with widely different grazing capacities; (2) a mixture of large types with different grazing capacities; (3) a mixture of small types with similar grazing capacities; (4) one or more large types with high grazing capacity interspersed with small types of low grazing capacity; (5) a single, large, homogenous type, and (6) a mixture of large types relatively low in grazing capacity interspersed with small distinct types of high grazing capacity. The procedure in sampling these conditions should be varied to most economically obtain uniform and dependable data.
4. Three variations in sampling procedure are: (A) sampling within types, (B) stripping or gridironing, and (C) a combination of the two whereby the major sample is obtained by the strip or gridiron method but is augmented by additional sampling where needed within specific types or subtypes.

Procedure A, sampling within types, should be used under condition 1 described above. The preliminary general examination will have determined the location and approximate acreage of the types and an estimate of the number of plots necessary to sample the type. The center of the first plot should be determined at random. The estimator ordinarily should then proceed along the longitudinal axis of the type, locating and estimating plots at points at pre-determined sampling intervals until the minimum number of plots has been examined. All of the series of sample plots should be well within the type boundaries.

Procedure B, stripping or gridironing, should be used under conditions 2, 3, 4, and 5. It consists of a uniform spacing of plots on a line or lines within a section, township or other arbitrarily bounded area. It may also be used within a definite topographic unit if conditions 2, 3, 4, or 5 are present. If the minimum sample is to be used, one line of 10 plots spaced at 3 chain intervals through the middle of each section is preferable. If greater intensity is necessary, due to the decision made from the preliminary general examination, two parallel lines of 5 plots, each one-half mile apart, may be used, or the area may be gridironed at more frequent intervals. In the stripping and gridironing system, the type lines are indicated on the field map when crossed by or seen from the survey line and the estimated plots are segregated both according to the type in which they fall and by the section being surveyed. The estimator should leave his survey line whenever necessary to close a type boundary or to indicate its extension to the next line of survey, on the field map.

Procedure C (combination of A and B) should be used when condition number 6 exists. This procedure consists of sampling the large low value type in a similar manner and with the minimum requirements stated under procedure B, and digressing from the survey line to sample the small important types as outlined in procedure A.

With the foregoing suggestions as a guide, the range examiner should use his discretion as to the use of one or more of the three procedures in a manner best suited to economically meet local needs and conditions. If, for example, rugged topography makes procedure B exceedingly laborious, procedure A may be used.

5. The minimum number of plots to sample various acreages of types will ordinarily be as follows:

10 -	20 acres	3 plots
20 -	80 acres	5 plots
80 -	640 acres	10 plots

Where broad types are encountered, care should be taken not to exceed the minimum number of plots. In the interest of economy, the number of samples taken on the large ranching units may be reduced to 8 or 6 per section providing the vegetative types, density and composition are fairly uniform. The examiner will be expected to use his own best judgment as to localities where the intensity of sampling may be reduced without seriously sacrificing accuracy of results. Where important types are small and intermingled, the minimum requirements may be exceeded. The objective should be to most economically obtain a dependable estimate of the vegetative cover.

6. The System of Sampling.

- a. Definition of method: The square foot density method provides for the sampling of vegetative cover by an impersonal systematic selection of sample plots.
- b. How to lay out a plot: The plot used in the square foot density method is a circle 100 square feet in area, with a radius of 5.65 feet (or 5 feet 7.8 inches). Two systems of marking the boundary of this circle are herein described.

1. Compass system: The apparatus is two light iron stakes connected by a light chain equal to the radius (5.64') of the circle. One stake is set in the center of the sample plot and the other stake is used as a marker to circumscribe the plot. Keep both stakes erect and the chain tight and horizontal.

2. Radius rod system: The apparatus consists of a stick with a device for marking on one end, equal to the radius (5.64') of the circle. By holding one end of the rod at the center of the plot, and using the other end as a marker, the boundary of the circular plot may be scratched in the soil. In marking out the circle, hold the rod horizontal, close to the ground, and scratch short segments at intervals to indicate the exterior boundary of the plot.

The exterior boundary of the plot should be marked on exactly a 5.64 foot radius to prevent errors in the estimate. For example, a 6-inch mistake on the radius of a 100 square foot circle introduces an error of 13.4 square feet in the area of the circle, which in turn affects the dependability of the density estimate obtained from the plot.

- c. How to estimate density: After marking out the plot the density of each species occurring on the particular plot is estimated individually by mechanically or mentally amassing each principal species of vegetation within the 100 square foot plot into a square foot space.

A square foot of ground completely covered by vegetation when viewed from above is the standard for estimation of density. Never view the vegetation obliquely because this tends to increase the estimate by allowing plant height to hide the ground surface. The estimator must keep a clear conception of a square foot area in his mind by frequently using a wire frame one foot square, divided into quarters, as a guide.

In estimating weeds or grasses, if the herbage is spreading or prostrate, it should mentally be compacted so that all the normal interstices are completely filled without compressing or unduly crowding the vegetation. Density of upright weeds or grass should be based on the amount of ground that appears covered when the vegetation is viewed from directly above. Density estimates of shrubby species should consist only of the current year's twig growth and the leafage present on the plant; trunks or heavy branches being excluded. In estimating for different classes of livestock, shrubby material within 30 inches from the ground should be taken as available for sheep and within 60 inches for cattle. Any vegetation unavailable

to livestock owing to height or other factors should be excluded from the density estimate.

Density for each species should be based on the appearance of the plants when they have attained their full normal growth in a normal year in an ungrazed condition. Since estimates are made at all seasons of the year and under conditions of drought or of abnormal moisture and growth, it is essential that the estimator make due allowance for one or all of the following conditions: (1) For growth still to be attained, (2) for portions already eaten, (3) for abnormal total forage production, (4) for drought, and (5) for any other abnormal factor.

Annuals will not be included in density estimates but will be allowed for at their safe grazing capacity for the actual season of dependable use.

In considering a double story of vegetation the density of each layer should be estimated. For example, a double story of vegetation is the occurrence of grass underneath brush or the palatable leafage of trees.

- d. Minimum limit of estimation: Densities should not be counted that will not make $1/2$ square foot unless in sparse vegetation the range examiner decides it is advisable to reduce the limit of estimation of $1/4$ square foot. Species present on the plot but not abundant enough to reach the lower limit of density should be recorded as a trace (T).

With the foregoing principles in mind, mentally amass individual plants of a species into square foot units of total density and do this progressively until the total number or fraction of square foot units of that species has been counted for the plot. The number of square feet of $10/10$ density recorded for a given species represents the percentage of total ground area covered by that species because a square foot is one percent of the total plot area. As an aid to counting square feet, the unit of estimation may be $1/4$, $1/2$, or 1 square foot, depending on the density, abundance and growth character of the species. This procedure should be followed for each species except those which clearly make up a negligible cover in the plot.

Individuals should check their density estimates at least once a day by picking the plants on a plot and placing them within the wire frame or on a square

foot area that has been marked out on the ground. Plants should be so placed within the square foot area that they constitute a 10/10 density which means that the plants will be assembled without crushing the plant parts together and will present a closed canopy. Each new species should be checked when encountered. Care is essential in making this simple measurement of density determination.

e. How to record estimates and field notes on Form WR-216(c):

1. List in Column 1 all species occurring on the plot which will have a density in excess of 1/2 square foot within the 100 square foot plot either by common name or by standard plant symbol. Species should be listed in order by the three common vegetative groups: grasses, weeds, and browse.
2. Density of each specie should be recorded in the proper plot column in terms of square foot or decimals thereof.
3. After recording the densities of each specie occurring on the plot, add the total plot densities and compare with an estimate of total density of all species as a check against the omission of important species.
4. One form should be used to record the data for all plots within a particular type or subtype. Use as many of each form as may be required to record each type or subtype separately. Set up a new set of forms for each section or topographic unit where sectionized or topographic unit control is had. For identification it is essential to record on each and every sheet (1) State and county code and ranch serial number, (2) the name of the ranch unit, (3) the section, township, and range or reference to topographic unit and serial photograph if used, (4) examiner's name, (5) date, (6) plot numbers, and (7) type and sub-type.
5. Add the densities of all species for each plot and record the total estimated density at the bottom on the sheet.
6. Add the densities for each species horizontally across the form for all plots within the type and record the sums in the "total density column".

7. The sum of the total densities of all species should equal the total of the plot densities.
8. Divide each total species density by the number of plots recorded for the type and enter the quotients in the average density column.
9. Add the average densities. This sum should equal the average total density.
10. Multiply the average density of each species by its percentage palatability, as shown on the palatability table, and enter in the final column.
11. Add the products thus obtained for all species. This will give the forage acre factor which should be entered under F. A. Factor.

Since the plot is exactly 100 square feet in area, the forage acres will be obtained by pointing off two decimal places to the left, and using the resultant figure.

12. Indicate under utilization cuts the percentage which local topographic and physical conditions will influence the usability of the forage on the ranching unit.
13. The conditions applicable to the range land examined should be checked under the several captions on the reverse side of the form. This will provide a ready means for recording essential data on watering facilities, degree of utilization condition of range and forage, numbers and class of stock, proper seasonal use, distribution of stock, methods of handling rodents, poisonous plants, range improvements, desirable range-building practices, and other data.

(End of specific instructions for square foot density method)

7.

RECONNAISSANCE (or OCULAR) METHOD
(Begin)

- a. Under this method, the examiner goes over each section or pasture in enough detail to see all representative portions of it and makes a careful ocular estimate of (1) the quantity or density of vegetation on the ground, which shows the portion of the ground that is covered; and (2) the com-

position of the vegetation which is estimated and recorded in terms of the percentage which each class - grass, weeds, or shrubs - is of the total. Also the major species are listed and the percentage which each makes up of the total is entered. Form WR-216(d) (mimeographed) will be used for recording the field examination under this method.

- b. Density. In estimating density, the spread of the vegetation above the ground must be carefully considered. The density of more or less upright weeds should be based on the amount of ground that appears covered when the vegetation is viewed from directly above. In estimating the density of spreading weeds or browse or open clumps of grass this forage should be pressed together, or raised at an angle so that all of the normal interstices between the leaves are completely filled without compressing or unduly crowding the vegetation. The forage is then so compacted that it will represent a practically full coverage of the ground, or 10/10 density. All density should be judged on the basis of growth during a normal year. The density of browse should be determined by the portion of the ground covered by that part of the browse which is accessible to livestock. This may exclude from the estimate the interior of dense clumps. Any oak or other brush that forms an upper story beyond the reach of livestock should not enter into the density estimates. Care must be emphasized that the density estimates represent a true average for the type as a whole. Especially is this important in composite types which cannot be divided into separate type units.

In passing through the types, the examiner will mentally calculate and carry with him the average of density and composition. In large types it is a good idea to make frequent stops for closeup views and to jot down figures on density and composition; these figures, which may quickly be averaged, will aid in making estimates that will be truer averages.

- c. Composition. Type composition estimates are based on the relative density abundance of each available vegetation species in the type. The examiner should not write up this type until he has seen a fair example of the total type area. Preferably he should complete his write-up while still in a representative part of the range type. Type composition will be itemized on Form WR-216(d) and expressed in terms of percentage. The sum of the percentage ratings for all species should always total 100%. In determining composition, the examiner should rate each species in accordance with his best judgment as to its individual abundance with relation to the total cover.

In the interest of obtaining uniformity between examiners, it is generally desirable to estimate composition

by rating the species in accordance with their abundance in the type, starting with the most abundant species and rating each lesser species in order. Such a rating scheme results in a definite expression of relative abundance. Afterward, the individual initial ratings may all be slightly adjusted to total 100% without destroying the established ratio.

- d. Field Computation. After the composition rating for each individual species has been recorded, that rating is multiplied by the palatability figure for the species, and the sum of all the individual products yields the weighted average palatability of the type. This last figure multiplied by the estimated density yields the forage factor or palatable density of the type.

On the Form WR-216(d) be sure to enter: (1) The State and county code and ranch serial number; (2) the name of the ranching units; (3) name of examiner; (4) "Type" means vegetative type; (5) Average Density, average percent palatability and F. A. Factor. This information should be filled in at the conclusion of the field examination from the calculations resulting from the type writeup; (6) indicates whether for cattle and horses or for sheep and goats; (7) date means the date of the field examination, - not the date of application; location should be given by section, township and range; (8) type or unit is to be filled in if the writeup is for a type within a section or other fractional part of a section; (9) the grazing capacity entries are self-explanatory.

On the back of Form WR-216(d) enter, under utilization cuts, the percentage which local topographic and physical conditions will influence the usability of the forage on the ranching unit. The conditions applicable to the land examined should be checked under the several captions. This will provide a ready means for recording essential data on watering facilities, degree of utilization, condition of range and forage, numbers and class of stock, proper seasonal use, distribution of stock, methods of handling rodents, poisonous plants, range improvements, desirable range-building practices, and other data.

(End of instructions for reconnaissance method)

After deciding which of these range survey methods is to be used in your State, the instructions for the other method should be crossed out on the copies of this bulletin sent to the counties. This precaution is believed necessary to obviate confusion and misunderstanding.

From this point on, the instructions come together again and are the same, regardless of which class of survey has been used.

8. Use of Form WR-216(b) - Report on Grazing Capacity and Range-Building Practices: Summarize the information for the ranching unit obtained in the field examination and recorded in the field on Form WR-216(c) or WR-216(d) and record the data on Form WR-216(b) for the information of the county committee.
9. Maps: The following data should be obtained by the examiner and recorded on the field map sheets, which may be the printed map sheets now available on the back of obsolete Forms WR-115 and WR-116 or any similar map sheet.
 - a. Forage types. The limits of each type should be shown on the map by light dotted lines. Mapping types of less than 10 acres in area is optional.
 - b. Drainage and watering places. All drainage lines and watering places should be shown. Special attention should be given to the mapping of water facilities for stock, as they often are a controlling factor in range management.
 - c. Culture. Building fences, corrals, roads, trails, telephone lines, and other cultural features, and all recommended practices should be located. Fences, where they are important to range management, should be accurately located.
 - d. Distribution. Copies of maps of new examination will be prepared for the county committee, the State committee, and the operator.
10. Palatability: Palatability, as used in range surveys, is the maximum percent of the total current year's growth, within reach of stock, to which a species may be grazed when the range unit is properly utilized under the best practical range management. The palatability tables used are the standard tables now used by all State and Federal agencies concerned with the establishment of grazing capacities. Palatability tables showing palatability of each species in percent and indicating the symbol for each species are furnished each range examiner.
11. Forage Acre Allowance: The forage acre allowance is a very important element of range surveys; it is the number of forage acres necessary to provide feed for one animal for one month. The development of a forage acre allowance figure will be one of the first duties of the state range examiner so that it

will be available for use of the county range examiners. To do this, first select one or more ranching units of sufficient size (preferably 10,000 acres or more) on which the following conditions prevail: (1) Vegetative ground cover should show that the lands have not been overgrazed, that the density and normal vigor of the plant growth has been maintained and that there has not been active erosion or loss of top soil where such conditions prevail. It may be assumed that these lands have been properly stocked.

(2) There must be records of other reliable means of ascertaining the numbers of stock and periods grazed on the lands during each of the past six or more years so that the average number of animal units it has carried, through a period which would include good and bad years, may be accurately determined. A regular range survey will then be made, using the same method as is adopted for other lands in the locality; and using special care to estimate densities and composition as accurately as possible, and on the same relative basis that is to be used for other survey work to which it is related. From this survey the number of forage acres will be determined and the figure representing this will be divided by the average number of animal months which have been grazed on the ranching unit during the past period of years. The result will be the forage acre allowance figure. If the steps above outlined have been carefully followed, this will give a correct localized forage acre allowance.

12. Grazing Capacity: To obtain the grazing capacity of any ranch unit, multiply the surface acres by the average forage factor and divide the result by the proper forage acre allowance.

Grazing capacity will be shown on the maps in terms of animal months, and for each type should appear as a fraction with the surface acres as the numerator and the animal months as the denominator. For example:

$$\frac{445}{149} = \frac{\text{Surface acreage}}{\text{Grazing capacity (in animal months)}}$$

C. CLASSIFICATION OF FORAGE TYPES.

1. Type designations: Types will be indicated on the map by the proper type number followed by standard symbols to indicate the dominant species. Types containing a timber overstory will carry the principal timber species symbol after the type numbers. The governing rule should be that the number and symbols will give an accurate picture of the principal species.

Types will be designated according to aspect. For instance, if the type is predominantly a grass type with scattering timber, it will be shown as a 1 type, followed by the timber symbol. The conspicuous or most important species or

genus symbol will be shown first, followed by minor species. Ordinarily, unless exceptional conditions prevail, not more than three symbols will be shown in a designation. If less than three species are prominent, the number of symbols should be reduced accordingly.

2. Color legend: Standard colors are shown for each type by crayon numbers.

The use of crayons contemplates a medium-light application of crayon, smoothed out through the use of a stomp dipped in gasoline. Use of color legend is not mandatory and may be omitted from maps where symbols are used.

3. Symbols: Symbols for all species of herbaceous vegetation are indicated on the palatability tables and should be used to designate the types and subtypes.

4. Type descriptions:

Type No.	Standard (Mongol
_____	crayon
_____	guides)

Grassland

1. (S) Short grass
Light yellow
Mongol - 817

Includes grassland other than meadow and secondary meadow. Perennial grasses predominate and determine the aspect, although weeds and browse may be present. Example: Groma-buffalo grass.

1. (T) Tall grass
Dark yellow
Mongol - 867

Examples of types are: bunch grass, wheat-grass-sedge, alpine grassland, and blue stem.

Meadow

2. Cadmium Orange
Mongol - 862

Includes areas where sedges, rushes, and moisture-enduring grasses predominate. Two classes of meadows are recognized; wet meadows and dry meadows.

Wet meadows are characterized principally by sedges and remain wet or moist throughout the summer. These shall be designated as 2W-Wet Meadow or Marsh.

Dry meadows are dominated by grasses rather than sedges and occur as moist meadowlike areas in open timber or intermittent meadows, both of which become moderately dry by midsummer. These shall be designated as 2D-Dry Meadow or Flood Plain

Perennial Weeds
(Not desert weeds)

3. Lake Red
Mongol - 866

Includes all untimbered areas where perennial weeds predominate over other classes of vegetation. There is very little true weed type, as a weed cover is usually more or less temporary in character and is soon replaced by a more permanent type if the disturbing factor is removed. If there is no great predominance of the weeds over the grass or brush vegetation, and if it is possible to judge that the weed predominance is due to some unnatural factor, the weeds should be disregarded in designating the type and the more stable vegetation should be used as an index. The weeds will then be cared for in the subtype.

Sagebrush

4. Stone Brown
Mongol - 893

This type includes all untimbered lands where sagebrush or shrubby species of similar appearance predominate. The sagebrush lands are usually of different range values and different in season of grazing from the areas which are listed below under browse. Areas dominated by shrubby species of sagebrush, including big sagebrush (*Artemisia tridentata*), shall be classed as subtypes, as for example: Artemisia filifolia, A. cana, and A. tripartita. Other shrubby species such as *Chrysothamnus* should be designated as subtypes when they become dominant in sagebrush areas.

This and the browse type which follows are sometimes difficult to distinguish from the grass and weed types if aspect rather than the dominant class of forage is used as the distinguishing characteristic. Sagebrush may form only 15 percent of the total vegetation of a type and still its aspect may be that of a sagebrush type.

It may prove desirable, in a given region, to decide on a certain percentage of all the vegetation in the type, say 20 percent, as the minimum proportion of sagebrush that may be present if the area is still to be classified as a 4 type, providing, of course, it does not already have the aspect of some other type. The same will hold true of the browse type.

Browse-Shrub

5. Olive Green
Mongol - 888

This type includes all untimbered lands where browse, except sagebrush or its subtypes, gives the main aspect to the type or is the predominant vegetation. Characteristically it occupies the transition zone of the lower mountain slopes, foothill, and plateau areas. Examples of subtypes are mountain mahogany, bitter brush, willows, Ceanothus-Manzanita, California Chaparral, etc.

Conifer

6. Dark Green
Mongol - 858

This type includes all range in coniferous timber supporting grasses, weeds, browse, either singly or in combination, except as provided under Types 7 and 9. The forage may vary from a pure stand of pine grass, or some other grass, to a pure stand of weeds or browse. It usually, however, consists of grasses, weeds, and browse, and the proportion of each species varies so widely that it is not thought advisable to attempt a division into types with distinct colors. These variations can best be represented by subtypes.

Waste

7. Blue Green
Mongol - 898

This type includes all areas of dense timber and brush which have no value for grazing or have such slight value that they cannot be used economically,

owing either to denseness of standing or down timber or sparseness of forage growth. Large areas of very sparse forage, unless within easy reach of a better type, shall be classified as waste because of the impracticability of running stock over so large an area to get such a small amount of feed.

This type also includes other waste areas not strictly in timber or brush and not barren which are so rough or inaccessible as to make their future use improbable.

The subtype designations generally encountered in this type are as follows: 7T Waste in Dense Timber; 7 D Waste in Down Timber; 7 B Waste in Brush; 7 R Waste Areas where Rocky Character Prevents Use; and 7 I Permanently Inaccessible Areas. Principal species of timber should be shown by symbols.

Barren

8. (blank) This type includes all areas on which there is naturally no vegetation, or practically none, including intermittent lake beds, saline flats, active sand dunes, shale, rock slides, lava flows, etc. Areas which have been denuded by overgrazing should not be confused with areas naturally barren, nor should areas containing only annuals for a part of the year be shown under 8, although these may be without vegetation for the remainder of the year.

Pinon-Juniper

9. Light Green
Mongol - 848

This type includes pinon, juniper, pinon-juniper, and digger pine. The character of the range in this type as regards location, grazing capacity, and management is sufficiently distinct from the conifer type to justify a separate color. The forage may vary from a pure stand of grasses, weeds, or browse to a combination of any two or all. This variation can best be shown by subtype designations.

Broad-Leaf Trees

10. Pink
Mongol - 846

This type includes all range in deciduous timber. The combination of grasses, weeds, and browse, and the proportion of individual species, will vary as in other types.

The principal subtypes which will be encountered are: aspen, cottonwood, oak, birch, alder, ash-elm, etc., when they occur in tree form.

Creosote

11. Bottle Green
Mongol - 855

This type includes areas where creosote bush (Covillea) constitutes the predominant vegetation.

Mesquite

12. Yellow Earth
Mongol - 853

This type includes areas where various species of the Mesquite (Prosopis) give the characteristic aspect or constitute the predominant vegetation.

Saltbush

13. Slate
Mongol - 819

This type includes areas where the various salt desert shrubs of the Atriplex family form the predominant vegetation, or give the characteristic aspect. There is sufficient significant difference in the range value and the use of salt bush areas to justify their separation from other desert or semi-desert shrub types.

Greasewood

14. Royal Purple
Mongol - 864

This type includes areas where greasewood (Sarcobatus) is the predominant vegetation or gives a characteristic aspect. Characteristically this type occupies valley floors subject to overflow during flood periods or areas underlain with groundwater at shallow depths where the soil is more or less saline. It is sufficiently differentiated from other desert shrubs to justify an exclusive type.

Winterfat

15. Light Tan
 Mongol - 813
- This type includes areas where winterfat (*Eurotia*) gives a characteristic aspect or constitutes the predominant vegetation. Though commonly associated with other semi-desert shrubs, the occurrence of this plant in Utah and Nevada as a type character is of sufficient extent to justify a separate type.

Desert Shrub

16. Dark Tan
 Mongol - 863
- This is a general type which includes areas where other desert shrubs aside from those separated into individual types, constitute the predominant vegetation or give the characteristic aspect. This type includes several genera which are quite distinctive in type habit such as black brush (*Coleogyne*), coffee berry (*Simmondsia*), Catsclaw (*Acacia Mimosa*), gray molly (*Kochia*), hopsage (*Gravia spinesa*), spiny horsebrush (*Tetradymia spinescens*), and little rabbitbrush (*Chrysethamnus stenophyllus*) but pure types of each are so limited in extent as to not justify separate type. The plant symbols used will be sufficient to indicate the predominant species present.

Half Shrub

17. Wisteria
 Mongol - 844
- This type includes areas where half shrubs constitute the dominant vegetation or give the characteristic aspect.
- Half shrubs are semi-woody perennials of low stature such as *Aplopappus*, *Gutierrezia*, *Artemisia frigida*, *Eriogonum wrightii*, etc. They commonly consist of a wood caudex from which herbaceous stems are produced that die back annually. These genera are sufficiently distinctive in habitat and of wide enough extent in certain localities to justify a separate type designation.

Annuals (Weeds or Grasses)

18. Red Terre Cotta. This type includes areas in which
Mongol - 876. annual weeds or annual grasses consti-
tute the dominant vegetation. Both
transitory stages and semi-permanent
conditions should be included in this
type as for example: Russian thistle,
downy chess (Bromus tectorum) desert
weeds. The plant symbols used will be
sufficient to indicate the predominant
species present.

Abandoned Lands

Abandoned lands should be classi-
fied according to aspect. In
mapping, the boundaries should be
hatched.

D. GLOSSARY.

Abbreviation

- Vegetation - Any plant life on the range which is
available to livestock.
- Forage - Any vegetation which has a value as
feed for livestock.
- Volume - The amount of forage produced on a
given area during any year.
- Density - That portion of ground surface covered
by a vertical projection of the plants
expressed in tenths of complete cover.
- Palatability - The average degree to which a plant is
taken by stock under natural conditions.
(See Utili- (Any one kind of forage will vary in
zation.) value due to factors such as season of
use, relative abundance, class of stock,
selectivity, etc.)
- Forage Acre - The numerical figure which indicates
Factor the number of forage acres in each 100
surface acres. It is used in computing
forage acres and is obtained by multiply-
ing the total palatability of a type by
its density.

D

F.A.F.

Formula:

Density x palatability = forage acre factor.

Forage Acre - An acre of land covered by a stand of forage of full cover density of highest palatable vegetation. The nearest approach to this under actual conditions is an acre of thick lawn. The density of such an acre would be considered as having a ten-tenths or complete density. An acre having a density of five-tenths would have to be two acres in size to equal one forage acre. Similarly an area of five acres with a two-tenths density would support forage equivalent to one forage acre. Theoretically, if all the fully palatable forage on a section of land were crowded over onto one corner portion covered would be forage acres. A forage acre is the unit of measurement of the forage resources of a range. F.A.

Formula:

Forage factor x surface acres = forage acres.

Surface Acre - An acre of land as surveyed on the ground. (Its area is ten square chains.) S.A.

Animal Unit - One cow, one horse, five sheep, five goats or the equivalent thereof, or the forage required for 12 months for one cow, one horse, five sheep, or five goats. A.U.

Animal Month - One month's feed for one animal unit. A.M.

Formula:

Forage acres ÷ forage acre allowance = animal months.

Grazing Capacity - The number of animal units which any range or ranching unit will support on a sustained yield basis for a 12-month period of use. G.C.

Formula:

Total animal months ÷ 12 months = grazing capacity (in terms of animal units).




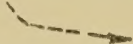
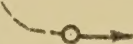






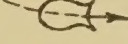
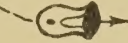
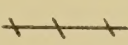
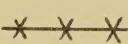

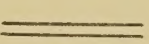
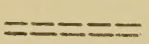

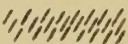
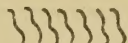

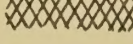

Forage Acre Allowance - The number of forage acres necessary to provide feed for one head of stock for one month. For a 12-month season the allowance for one month is multiplied by twelve. Forage acre allowances are based on animals over six months of age.

Utilization - The average percentage of the annual forage crop which is consumed by livestock. The difference between this figure and 100% will give the percentage remaining on the ground. This applied to usable forage plants only and does not include plants of questionable or no value.

Overutilization - The use of more than 80% of the forage crop.
Overgrazing

Underutilization- Use of less of the forage crop than should
Undergrazing be made.

RANGE SURVEYS - MAP LEGEND

<u>Range Types</u>		<u>Culture and Practices</u>
1 (S)	Grassland (Short Grass)	 Building
1 (T)	Grassland (Tall Grass)	 Group of Buildings
2 W	Meadow, - wet	 Corral
2 D	Meadow, - dry	 Arroya
2 H	Meadow, - native hay	 Spring or Seep
3	Weed	 Proposed Spring Development
4	Sagebrush	 Completed Spring Development
5	Browse	 Proposed Well
6	Timber (with feed)	 Completed Well
7 T	Dense Timber (no feed)	 Proposed Windmill
7 B	Waste (Dense brush)	 Completed Windmill
7 R	Waste (Rocky Areas)	 Proposed Reservoir
9	Pinon - Juniper	 Completed Reservoir
10	Aspen or cottonwood	 Proposed Fence
11	Creosote	 Existing Fence
12	Mesquite	 Bluff or Box Canyon-natural barrier
13	Saltbush	 Road (main-good)
14	Greasewood	 Road (secondary-poor)
15	Winterfat	 Artificial Reseeding
16	Desert Shrub	 Natural Reseeding
18	Annuals	 Contouring
		 Cultivated Land
		 Go-back Land
		 Rodent Control
		DDDD Deferred Grazing

